**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**HUMAN RESOURCES**

**HR ADMINISTRATOR FIXED TERM**

**(PEROMNES GRADE 10)**

**HUMAN RESOURCES DEVELOPMENT**

**WESTVILLE CAMPUS**

**REF NO. HR 08/2017**

To provide professional and administrative support within the department of Human Resources Development by ensuring proper coordination of Emerging Academics Programmes (e.g. NGAP), Broad-Based Black Economic Empowerment reporting, submission of Workplace Skills Plan, reporting on Annual Training Plan, Academic Promotions, and general HRD administration and reporting to Committees.

The incumbent will report to the **Director: Human Resources Development.**

**MINIMUM JOB REQUIREMENTS AND EXPERIENCE**

* Relevant three year HR ‘tertiary qualification or Honours/B Tech Degree with a minimum of 1 year working experience.
* A minimum of 3 years relevant working experience, in a busy and pressurised environment in a large organisation.

**RELEVANT KNOWLEDGE AND PERSONAL ATTRIBUTES REQUIRED**

* MS Office skills – especially MS Excel
* Basic financial administration skills
* Communication skills (verbal and written)
* Strong Planning and organising skills
* Ability to work accurately under pressure
  + Ability to interact professionally with clients
  + Very high levels of personal integrity and confidentiality
  + Client focus
  + Self confidence
  + Reliable and Proactive
  + Ability to work unsupervised
  + Ability to work in a team environment

**Advantages**

• Working experience in a Human Resources Development environment

• Knowledge of ITS

**Short-listed candidates may be required to undertake a skills test.**

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Tirhani Baloyi, 031 260 8809 or BaloyiT@ukzn.ac.za

**Appointment to this post will be on the January 2012 Conditions of Service.**

**The total remuneration package offered includes benefits.**

**Applicants may also apply on PNET**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** [**Recruitment-nh@ukzn.ac.za**](mailto:Recruitment-nh@ukzn.ac.za)

**Advert Reference Number MUST be clearly stated in the subject line.**

**The closing date for receipt of applications is 8 September 2017.**