

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 DIVISION

**JUNIOR HUMAN RESOURCES CONSULTANT (1post)
PROFESSIONAL SERVICES**

**(PEROMNES GRADE 9)
WESTVILLE CAMPUS**

REF NO.: HR06 /2018

The incumbent functions as a generalist and provides advice and consultation related to human resources methods and programs. Duties include consultation with Divisions and provision of best practice processes regarding recruitment, training and development, remuneration matters, employee relations, disciplinary matters, employee wellness, and general administrative duties.

Minimum Requirements:

- Matric and a relevant 3-year degree in Human Resources Management or Industrial Psychology;
- Three (3) years generalist human resources experience;
- Knowledge and understanding of human resources theories and best practices.

The University subscribes to Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Lindiwe Ntshangase, 031 260 8764 or e-mail: ntshangasel@ukzn.ac.za

The closing date for receipt of applications is Saturday, 18 August 2018

Applicants are required to complete the official application form (“**application form – support**”) which is available on the Vacancies website at www.ukzn.ac.za

Completed forms may be sent to recruitment-vm@ukzn.ac.za

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