

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

**DIRECTOR
(PEROMNES GRADE 5)
EMPLOYEE RELATIONS AND ENGAGEMENT
WESTVILLE**

REF NO. HR01/2022

The main purpose of this role is to lead Employee Relations section by managing employment relationships within the university and providing a professional, proactive and integrated sound ER service to all stakeholders on labour relations, policies, procedures and best practice.

In Addition, the incumbent is to:

- Provide a highly confidential, specialized and professional employee relations/ labour law advisory service to the university by performing a variety of duties, principally, although not exclusively, on university premises.
- Develop and maintain sound and professional employee relations within the University.
- Provide leadership, expert guidance, advice and services to management on all aspects of employee relations and labour law policy and procedure.
- Provide creative and efficient responses and solutions to employee relations/ labour law issues and problems.
- Develop employee relations policies and procedures and ensures that all employees understand those policies by documenting these in a manual, which is accessible to all members of management and other staff.
- Appear at the Commission for Conciliation, Mediation and Arbitration, Private arbitration/dispute resolution forums to argue complex labour-legal matters on behalf of the University.
- Stay abreast with the latest developments in labour legislation and ensure that the University employment practices comply with labour legislation by monitoring conditions of services and bringing any practices which conflict with legislation to the attention of the Senior Leadership of the University for corrective action.
- Ensure that work is carried out with due regard to its sensitivity, volatility and legality and thereby discharging responsibility to ensure that the University acts appropriately, and is adequately protected, in employee relations / labour law matters

Minimum Requirements:

- Masters degree in the following disciplines: Labour Relations, Employment Relations, Human Resources, Labour Law, Public Policy or equivalent.
- 10 years relevant experience of which 5 years should be at senior management level.
- Broad and progressive experience in a senior labour / employee relations capacity, preferably in a multi-union environment.

Short-listed candidates may be required to undertake a competency and/or psychometric assessments

Enquiries and details regarding this post, including requests for a job profile, may be directed to Ntsoareng Mnguni, email address: mngunin3@ukzn.ac.za.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 25 February 2022.

Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-nm@ukzn.ac.za

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

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.