

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 including people with disabilities.

HUMAN RESOURCES DIVISION

HR OPERATIONS AND SERVICES MANAGER

**(PEROMNES GRADE 6)
WESTVILLE**

REF NO.: HR 01/2019

The incumbent functions shall be primarily responsible for driving and overseeing the operational initiatives from the office of the Executive Director: Human Resources that are aimed at achieving efficiencies within the University. The responsibility includes implementation and consolidation of strategic initiatives and projects, budget management, communication and HR team engagement, talent acquisition for senior positions as well as reporting in order to ensure synergy between the ED HR's office and the rest of the University,

Minimum Requirements:

- Matric and Relevant honours / Post Graduate Qualification (NQF 8)
- (Eight) 8 years relevant experience of these 3 years must have been at management level.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

The closing date for receipt of applications is 08 February 2019. 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-nm@ukzn.ac.za. Advert Reference Number MUST be clearly stated in the subject line.