

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

Preference will be given to applicants from the African Designated groups

HUMAN RESOURCES DIVISION
SITE ADMINISTRATOR
(PEROMNES GRADE 10)
WESTVILLE

REF NO.: HR06/2015

The Human Resources Site Administrator is essential to smooth-flow of work between HR Operations and HR Rewards Services. Rewards Services comprises of Remuneration, Benefits Administration and HR Information Systems. The incumbent provides a site-based service to employees regarding on-boarding of new employees, benefits administration and remuneration, and resolving issues as they arise.

Minimum Requirements:

- Relevant three (3) year qualification;
- Two (2) years' relevant experience in a large organisation;
- Advanced experience in word-processing, spreadsheets and databases;
- Extensive knowledge of human resources practice, policies and procedures.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 20 July 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Applications will only be considered if submitted on this form.

Completed forms may be sent to Recruitment-jm@ukzn.ac.za.

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