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

HUMAN RESOURCES DEVELOPMENT OFFICER
(PEROMNES GRADE 10)
WESTVILLE CAMPUS

REF NO.: HR06/2018

PURPOSE OF THE JOB:
The incumbent will be responsible for supporting the HRD Mangers in administration and participation in the diagnosing, researching, designing, coordinate, evaluating and facilitating the implementation of Human Resource Development methods, programmes, policies and procedures at UKZN. These programmes, namely: Organisation Development (OD) Employee Assistance and Wellbeing (EAP), Alternative Dispute Resolution, Learning, Training and Development (LTD) are directed towards enabling others to cultivate and sustain productive working relationships, as well as improving university's performance.

MINIMUM REQUIREMENTS:
- Matric plus a relevant three (3) year tertiary qualification.
- A minimum of three (3) years relevant working experience, in a busy and pressurized office environment in a large organisation.
- Knowledge of human resources systems, policies, procedures, practices and processes

ADVANTAGES:
- Working experience in a Human Resources environment
- Knowledge of ITS

Enquiries and details regarding this post, as well as requests for the job profile may be directed to baloyit@ukzn.ac.za

Appointment to this post will be on the January 2018 Conditions of Service.

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 16 July 2018

Applicants are required to complete the relevant application form (SUPPORT) which is available on the Vacancies page of the University website at www.ukzn.ac.za

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

Please state the advert reference number in your subject line.