

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of employment Equity to improve representativity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan.

**COLLEGE OF HUMANITIES**

**HUMAN RESOURCES CONSULTANT  
(PEROMNES GRADE 9)  
ONE YEAR FIXED TERM APPOINTMENT  
HOWARD COLLEGE CAMPUS**

**REFERENCE NO.: CHUM01/2025**

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, change management, transformation and employment equity, organizational development, talent and performance management, employee relations, disciplinary matters, employee wellness and general administrative duties. The incumbent may occasionally be required to travel and work in other campuses.

The incumbent will report to Acting Human Resource Manager.

**Minimum Requirements:**

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

**Inquiries and Job profile regarding this post may be directed to Ms. Fortunate Mzobe at [MzobeF@ukzn.ac.za](mailto:MzobeF@ukzn.ac.za)**

**The closing date for receipt of applications is Tuesday, 1 July 2025.**

**The remuneration will be in line with fixed term monthly rates of pay.**

**Applicants are required to submit a Curriculum Vitae, together with the cover letter indicating their experiencing in meeting the stipulated minimum requirements to Ms Fortunate Mzobe, email [MzobeF@ukzn.ac.za](mailto:MzobeF@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.