

POST: MANAGER: HUMAN RESOURCES

The Africa Centre for Health and Population Studies is a joint initiative of the University of KwaZulu-Natal and the South African Medical Research Council, with support from the Wellcome Trust and other funders, to create a global centre of research excellence in a rural area. The Centre's mission is to conduct in partnership with the community, policy-relevant health and population research in an ethical manner, and to enhance the capacity of the people of sub-Saharan Africa to conduct research.

The Centre is located in the rural Umkhanyakude District of KwaZulu-Natal. It hosts a number of clinical and social research projects, including Africa's most comprehensive Demographic Surveillance System which monitors longitudinal vital events in a population of 90,000, and provides a rich base for health and social science research. Employees of the Africa Centre are encouraged to gain a broad experience across all studies in order to develop their own skills and advance their careers.

The Africa Centre wishes to recruit a **Human Resource Manager**. The Human Resource Manager will perform all functions related to staff provisioning services which will include the following: Developing with line managers HR planning strategies which consider immediate and long-term staff requirements; Recruiting staff including developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates; Provide advice and information to management and employees on HR Policies and Procedures, including equal opportunity, anti-discrimination and occupational health and safety programmes; Help implement organizational changes (such as those following from industrial relations legislation, revised job classification structures); Developing and implementing policies on issues like working conditions, Performance Management, equal opportunities, disciplinary procedures and absence management; Advising on pay and other remuneration issues, administering payroll and maintaining employee records, Ability to manage a team, and co-ordinate all aspects of HRM within Africa Centre. The incumbent must also be able to assist with visa applications and provide advice on this.

Minimum qualifications and experience required for this responsible post are: A degree in Human Resources Management or equivalent. Minimum of 5 years practical experience as a Generalist HR Practitioner. 2 years in management. Knowledge of and experience in the application of relevant HR legislation or Regulatory framework, LRA, EEA, BCEA, and other relevant prescripts.

Key Attributes: Good interpersonal and communication skills to work effectively within a culturally diverse and multi-disciplinary environment. Courteous and business orientated manner to foster and promote good working relations; tactful and discrete when dealing with people and confidential information; Ability to work under pressure. Self-motivated and confident to work with minimal supervision.

Enquiries should be directed to the Head of Corporate Affairs, S'mangaliso Vilakazi on 035 550 7500 or email svilakazi@afRICACENTRE.ac.za. This post will be offered until **30th of September 2016, and renewed pending performance and availability of funding. The remuneration offered will be as per Africa Centre salary scales coupled with qualifications and experience of the successful candidate. The process of selection will commence after closing date which is **31 March 2015** and will cease only after the vacancy has been filled or a decision is taken not to fill the post. Applicants are required to submit curriculum vitae with certified copies of qualification and details of three (3) contactable referees to: The Human Resources Officer, Africa Centre, Box 198, Mtubatuba 3935 or email to acemployment@afRICACENTRE.ac.za. Faxed, late and incomplete applications will not be considered. Correspondence will only be entered into with shortlisted candidates. Africa Centre reserves the right not to make any appointment/s.**