

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**HUMAN RESOURCES DIVISION**

**GRADUATE: HUMAN RESOURCES SITE ADMINISTRATOR  
HR REWARD SERVICES  
PIETERMARITZBURG**

**REF NO: HR06/2014**

The Human Resources Reward Services Department comprises of a Remuneration, Human Resources Information Systems, Benefits and Payroll function.

The incumbent is essential to the smooth-flow of work between HR College and HR Reward Services. S/he liaises with the HR operations team and the reward services team to provide a site-based service to the University. S/he assesses, executes and resolves issues as they arise. S/he ensures that processes arising from the interface between Human Resource's operations' and reward services' departments, are efficiently administrated for optimum service to employees.

**Minimum requirements:**

- Relevant three year qualification
- 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.

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: [moodleys60@ukzn.ac.za](mailto:moodleys60@ukzn.ac.za) .**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to [recruitment-support1@ukzn.ac.za](mailto:recruitment-support1@ukzn.ac.za). The advert reference number must be clearly stated in the subject line.**

**CLOSING DATE: 4 JUNE 2014**