

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

HUMAN RESOURCES DIVISION

**JUNIOR HUMAN RESOURCES CONSULTANT
PROFESSIONAL SERVICES**

**(PEROMNES GRADE 9)
WESTVILLE CAMPUS**

REF NO.: HR01/2016

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, employee relations, disciplinary matters, employee wellness, and general administrative duties.

Minimum Requirements:

- Matric and a 3-year degree or equivalent;
- Three (3) years generalist Human Resources experience;
- Knowledge and understanding of human resources theories and best practices

Advantages:

- A post-graduate qualification in Human Resources.

The total remuneration package range is: R248,000 to R301,446

The total remuneration package offered includes benefits. This appointment will be made on the 2012 Conditions of Service



Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi, 031 260 7916 or e-mail: hlathin@ukzn.ac.za

The closing date for receipt of applications is 30 May 2016

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za.

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

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