

**The University of KwaZulu-Natal 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.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**COLLEGE HUMAN RESOURCES**

**HUMAN RESOURCES OFFICER x 1 (4 MONTHS FIXED TERM)**

**(PEROMNES GRADE 10)**

**REF NO.: LM01/2022**

The incumbent will provide office HR administration support to the College HR team, as well as support for activities relating to recruitment and selection, IR, HR administration etc. S/he assists with arranging and coordinating activities and programmes, and collates information for reporting purposes.

Main duties include: coordination of HR activities and projects; facilitation of the Recruitment and Selection process; providing data and statistics reports and HR Support and administration.

The incumbent will report to the College Manager: Human Resources.

**Minimum Requirements:**

Relevant HR tertiary qualification;

Relevant HR experience

**Additional Knowledge**

Knowledge of the University human resources systems, policies, procedures, practices and processes

Knowledge of a Higher Education sector

Working knowledge of Integrated Tertiary Software (ITS)

Knowledge of Microsoft suite

The closing date for receipt of applications is **27 May 2022**.

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 may be sent to [RecruitmentLMS@ukzn.ac.za](mailto:RecruitmentLMS@ukzn.ac.za) .

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