

The University of KwaZulu-Natal (UKZN) 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.

HUMAN RESOURCES DIVISION

**Human Resources Officer: Operations (x 2)
(PEROMNES GRADE 10)**

**6 MONTHS (FIXED-TERM CONTRACT)
ALL CAMPUSES**

REF NO. HR 05/2022

Provide support to the sections in Professional Services i.e. RMS, CMS, and DSRA – Residence Affairs and HR team to facilitate effective HR practices and processes at section level in the areas of but not limited to recruitment (primarily FTC and relief staff) and selection, employee relations, performance management, and training and development. Respond to queries related to all these areas. Attend to staff queries at section level and assist them to resolve them with service providers where they do not get resolution.

Minimum Requirements:

- Matric plus a relevant degree; i.e. Human Resources Management/ Industrial Psychology
- At least two (2) years' experience as a generalist Human Resources practitioner with demonstrable exposure to HR practices and processes
- Driver's license and ability to travel across the five campuses is a must.

The closing date for receipt of applications is Friday, 23 September 2022. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

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 endeavor 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.