

**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 the designated groups in accordance with our Employment Equity plan**

**COLLEGE / DIVISION**

**HUMAN RESOURCES CONSULTANT  
COLLEGE OF LAW AND MANAGEMENT STUDIES  
FIXED TERM CONTRACT FOR 6 MONTHS  
(PEROMNES GRADE 8)  
WESTVILLE**

**REF NO.: HRC02/2023**

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, change management, transformation and employment equity, organizational development, talent and performance management, employee relations, disciplinary matters, employee wellness and general administrative duties.

**Minimum Requirements:**

- Matric and a relevant 3-year degree; i.e. Human Resources Management or Industrial Psychology;
- Five (5) years' generalist human resources' experience in a unionized environment;
- Knowledge and understanding of Human Resources theories and best practices

**The closing date for receipt of applications is 05 October 2023. The University, however, reserves the right to re-advertise the above position to facilitate further searches and increase the pool of applicants, and the right to not appoint and/or stop the recruitment process at any stage.**

**Enquiries and Job Profile regarding this post may be directed to Ms Fikile V Sithole on email: [sitholef@ukzn.ac.za](mailto:sitholef@ukzn.ac.za)**

**Applicants are required to complete the relevant (Academic or Support) application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za) under vacancies.**

**Completed applications must be sent to [sitholef@ukzn.ac.za](mailto:sitholef@ukzn.ac.za).**

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

**Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted**

***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 endeavour 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.***