



External Vacancy

DIVISION: Office of the Vice Chancellor

DEPARTMENT: Human Resources

POST: HR Business Partner

POST NO : 7964 PEROMNES LEVEL :06

JOB DESCRIPTION:

The incumbent will be required to do the following but not limited to {KPA'S}:

- Clarify divisional people solutions' needs with Line Management
- Monitor, evaluate and report on Divisional people solutions to provide feedback and progress updates to the executive HR functions
- Enable the execution of best practice recruitment practices within the various divisions based upon the defined Centre of Excellence (CoE) Recruitment strategy in conjunction with the Recruitment support team
- Drive the recruitment process within line and identify recruitment requirements
- Identify training/skills and competency needs within the organisation
- Coordinate career development, succession planning and talent management needs in partnership with organisational stakeholders
- Identify employment Equity quota requirements and advise on status of compliance to targets
- Consult and advise management and staff on Labour relations issues in partnership with the Employee Relations Specialist.
- Implement performance management / talent management initiatives, and ensure that performance management is delivered according to the stipulated criteria defined by the CoE
- Ensure that all employees are informed of and trained in the application of the performance management model and system.
- Monitoring, evaluating and reporting results
- Drive best practice talent management programmes in conjunction with the Talent Management CoE
- Inform the Organizational Effectiveness CoE on strategic workforce requirements based upon Line requirements
- Drive HR related cost savings and manage HR budgets as it relates to line.
- Provide input into the overall HR budget
- Champion designated programs that are aimed at improving organizational efficiency

Application Criteria:

Qualification/Experience:

- Minimum of 6-8 years of experience as an HR generalist working with senior leadership teams and with in-depth exposure to one or two HR specialist areas.
- Post graduate qualification in HR.
- Masters in Industrial Psychology/HR will be advantageous.

Skills:

- Business Knowledge, strategic contribution, technology, consulting Skills, personal credibility, results Oriented, project Management, communication Skills

Closing date for applications: 07 September 2018

Submit CV by hand to Ms Carmen Titus B103 or e-mailed to recruitment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.