VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

INTERNAL/ EXTERNAL VACANCY

DIVISION: Resources and Operations	DEPARTMENT: Human Resources

POST: HR Data Analyst	POST Nº: 7966 PEROMNES GRADE: 07

JOB DESCRIPTION:

Key performance areas include but are not limited to:

Responsibilities
- Streamlining and automating HR processes for seamless recruitment with a 90-day turnaround time.
- Monitoring and analysing recruitment metrics.
- Maintaining data integrity across all HR systems and processes.
- Overseeing organizational management and updating organizational charts and structures.
- Conducting regular systems audits to ensure compliance with institutional policies and legal requirements.
- Detecting and correcting errors in HR data and processes promptly.
- Generating and analysing HR reports to provide insights on key metrics and trends.
- Supporting decision-making with accurate and timely HR data.
- Identifying and analysing trends in employee data to inform strategic planning.
- Providing training and support to HR staff on the use of HR systems and processes.
- Staying updated on HR best practices and emerging trends in HR technology.
- Collaborating with stakeholders to ensure a smooth transition to automated workflows.
- Analysing and optimizing HR processes across the entire value chain.
- Conducting system audits to identify and rectify data discrepancies.
- Developing and maintaining comprehensive HR reports, dashboards, and scorecards to track key metrics and identify trends.
- Communicating complex data findings in a clear, concise, and easily understandable manner.

APPLICATION CRITERIA:

Qualification/Experience:

- Post-graduate degree in Information Technology

- Advanced Diploma in Human Resources, an added advantage

- 3-5 years' experience as a Business Analyst or similar role.

- Experience with software development and systems. ITS system will be a plus.

Skills:

- Strong analytical and problem-solving skills
- Excellent attention to detail and data accuracy.
- Proficiency in Microsoft Office Suite (Office 365) and HR software (HRIS).
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong Excel skills (Advanced).
- Ability to manage multiple priorities and meet deadlines.

CLOSING DATE FOR APPLICATIONS: 02 September 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za

2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)

3. Certified copies of all academic records and certificates/degrees

4. Certified copy of ID

5. Current contact information of referees

6. Please email applications to recruitment3@vut.ac.za and quote the post reference and post description in the subject line.

7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.

8. Only applications made on our application for employment form would be considered.

9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:
HR Practitioner: Ms Angie Moeti, Tel 016 950 9452/ email address: angie@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply.</u> Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

POSITIVE ABOUT PEOPLE WITH DISABILITIES