

Mthatha

Executive Director: Human Resources

Reporting to the Vice-Chancellor, the appointed person will be responsible for deliverables of the following

Key Performance Areas:

- Lead the strategic endeavour of Human Capital in support of the strategic objectives of the University.
- Provide full management and leadership of the HR Division.
- Serve on the Executive Management Committee of the University.
- Ensure the establishment of an efficient and effective HR system in the University.
- Provide Consultancy services to the Executive and Line Managers.
- Manage HR budgeting processes.
- Ensure compliance with all employment related legislation.
- Ensure provision of Human Resources Planning in the University.
- Facilitate Organisational Development and ensure management of transformation and change.
- Ensure the management of Employee Relations in the University.
- Manage HR staff split across the corporate level and the three campuses.
- Ensure timeous and accurate pay roll administration.
- Ensure the efficient capturing of all Remuneration and Rewards Information in HR system.

Qualifications: A relevant Masters or equivalent qualification.

Experience:

- 10 years operating at senior management level in the HR environment.
- 5 years operating at senior management level may also be considered.

Requirements:

- Knowledge and understanding of higher education generally including policies and trends in SA Higher Education.
- A proven record of strategic motivational and decisive leadership and management skills.
- Excellent and effective interpersonal and communication skills.
- A change management/transformation management champion.
- Advanced negotiation skills.
- Policies evaluation and monitoring skills.
- Thorough knowledge of all employment legislation.

Closing date for applications: 06 May 2011

Assumption of Duty: As soon as possible

Interested individuals who have the necessary competencies are invited to submit their applications with a detailed Curriculum Vitae and a letter of application, which should be sent, faxed or e-mailed to:

The HR Director, HR Department, Nelson Mandela Drive, Mthatha, Private Bag X1, Mthatha, 5099, Republic of South Africa.

Tel: (047) 502 2203 Fax: 086 754 1349.

Email: recruit@wsu.ac.za

Applicants who have not been informed about the outcome of their applications within two months from the closing date may regard their applications as having been unsuccessful.