



HUMAN RESOURCES PRACTITIONER (Permanent)

HR Client Services Human Resources Department

We invite applications for two permanent full-time HR Practitioner positions in the HR Department for appointment as soon as possible. These posts reside within the HR function devolved to the Faculties and/or PASS departments.

The main purpose of these positions is to provide a comprehensive, proactive and integrated HR advisory and generalist service to line management and employees in a higher education institution environment. We seek to appoint pro-active individuals who thrive on challenges, work well under pressure, find creative and innovative solutions to problems, and are customer-focused in a complex environment.

Minimum requirements:

- a three-year national diploma (NQF6) in HR and/or Industrial Psychology or related field
- at least five years' HR experience – with a minimum of two years' **demonstrable exposure** in a generalist capacity
- knowledge and skill of HR profession and labour legislation
- experience in delivery in an HR advisory capacity
- experience in coaching and consulting in a changing environment
- strong customer service orientation with excellent interpersonal skills
- excellent oral (including presentation) and written communication skills
- demonstrable problem solving and decision-making skills
- good working knowledge and practical experience of current legislation and HR policies
- ability to work under pressure, show initiative and multitask
- high level of accuracy and analytical thinking
- proven computer literacy (MS Office) and exposure to HR information systems
- evidence of the ability to work independently and as part of a team

A degree in HR or related field will be advantageous, as would knowledge of SAP HR.

Key responsibilities:

- build and maintain constructive relationships with line managers, staff, internal and external HR partners
- advising, coaching and supporting line managers and staff on the full range of HR functions and services - including employee relations, performance management, recruitment and selection, job evaluation, remuneration and benefits, induction, development and training, staff wellness, organizational design and academic probation – to ensure consistency with relevant legislation and UCT HR policy and procedures
- undertaking specific projects, in consultation with line management, to facilitate HR activities and enhance client service
- advise line managers on Employee Relations policy, process and procedure as it pertains to disciplinary, grievance, restructuring, incapacity, conciliation, mediation, arbitration and compilation of evidence required for all of these processes.
- providing timeous and relevant HR management information

The annual cost of employment, including benefits is between **R501 200** and **R589 646**.

To apply, please e-mail the documents below in a **single pdf file** to Tracy Moore at Recruitment04@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter outlining your **demonstrable exposure in a generalist capacity**.
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Telephone: 021 650 5405

Website: www.hr.uct.ac.za

Reference number: E200155

Closing date: 25 March 2020

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black (i.e. African, Coloured and Indian) South Africans and persons with disabilities.

UCT reserves the right not to appoint.