



DIRECTOR: STAFF WELLBEING AND REWARD (Payclass 13, Peromnes 5; full time, 12-month fixed term contract)

HUMAN RESOURCES DEPARTMENT

At the University of Cape Town (UCT) nearly 6 700 talented employees work together in a vibrant and stimulating environment to ensure that UCT remains the best in and for Africa. Colleagues are deeply committed to UCT's sustainability, excellence and transformation. Academic and Professional, Administrative Support and Service (PASS) staff collaborate daily to ensure that UCT's academic project, which includes teaching, learning, and research, is being delivered effectively. The university offers a diverse and inclusive community in which to work towards achieving its Vision 2030 goals.

UCT, a research-intensive university that is consistently acknowledged as one of the finest universities in Africa, is seeking to appoint an HR Director: Staff Wellbeing and Reward to a **12-month fixed term contract position**, for appointment from 1 February 2025 or as soon as possible thereafter. This pivotal position is accountable to the Executive Director of Human Resources and leads the conceptualization, development and review of an Employee Value Proposition and Employee Wellbeing Strategy, Policies and Programmes to attract and retain staff with exceptional diverse potential within the tertiary education sector and to support optimal organisational functioning.

Key Responsibilities:

- Provide strategic management and oversight to staff in the HR Staff Wellbeing and Reward function including Remuneration, Appointments, Staff Wellness, Healthcare and Benefits.
- Provide oversight and leadership for the UCT Retirement Fund function and staff.
- Conceptualise, develop and implement the university's remuneration strategy to ensure that UCT remains an Employer of Choice.
- Lead, direct and coordinate the activities of the Staff Wellbeing and Reward function including the development, review and implementation of an effective and sound strategy and related policies, procedures and service level agreements.
- Manage the annual budget for the function, including the management of external service providers and budget spend, in line with budget and financial constraints
- Provide strategic input and advice in bargaining and managing Union relationships.
- Represent UCT as a trustee on the UCTRF and Pinewood Trust.

Minimum Requirements:

- A relevant Master's degree/ NQF9, preferably in HR
- A minimum of 9 years' relevant knowledge and experience in Human Resources (Remuneration, Policy Development, Wellness and Benefit Administration), of which a minimum of 5 years should be at a senior management level.
- **People Management** – sound track record of effective people management and motivational skills.
- **Negotiation and Consultation Skills** – sound track record of effective negotiation and consultation skills.
- **Analytical Skills** - the capacity to quickly identify key issues in a dispute or conflict, and recognise relevant information. To identify important relationships between issues, causes and solutions, and their likely knock-on effect
- **Policy and Procedure Formulation** – proven experience in identifying the need for policy development and the ability to devise, implement and adapt policies and procedures when the need arises
- **Administrative Skills** – sound organising and administrative ability.
- **Drive** - display confidence, assertiveness and commitment in setting and achieving goals and persistence in the pursuit of these goals
- **Integrity**- proven track record of acting according to ethical principles of honesty and trustworthiness, proven credibility and a track record of honouring commitments
- **Training and Coaching Skills** - sound track record of transferring knowledge through developing and facilitation of training and coaching programmes

- **Information sharing** – experience of analysing, using, and presenting complex people information in a variety of formats to a range of audiences.
- **Project management** experience where innovative HR solutions have been delivered, both personally and through others.
- **Change management** - experience in leading through change and knowledge of change management principles and methodologies in a complex environment.
- **Stakeholder management** – experience in building and maintaining sound stakeholder relationships.

The following would be advantageous:

- Higher Education or similar institutional experience
- A good understanding of the legislative framework governing tertiary education institutions, including the Higher Education Act and policies and procedures
- Knowledge of the University's policies & procedures, including an understanding of the University's committee structures and decision making bodies and processes

To apply send the following documents to Melissa Dingwall, melissa.dingwall@uct.ac.za by 17 January 2025.

- Curriculum Vitae (CV).
- Cover letter that speaks to the specific requirements of the position.
- Three referee names which must include their title and name, position details, relationship to you, their e-mail address and telephone number.

The 2024 annual cost of employment, including benefits, is between **R 1 273 271** and **R 1 497 965**.

Only shortlisted candidates will be contacted and may be required to undergo a competency assessment.

Closing Date: 17 January 2025

Website: www.hr.uct.ac.za

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at <https://uct.ac.za/media/9482>.

UCT reserves the right not to appoint.