



HUMAN RESOURCES BUSINESS PARTNER

6-month contract
(Payclass 10)

HR Client Services
Human Resources

We invite applications to apply for the HR Business Partner position in the HR Department for appointment as soon as possible. This post is a 6-month contract and resides within the HR function devolved to the faculties and/or PASS (Professional, Administrative and Support Staff) departments.

The main purpose of this position is to provide a generalist comprehensive, proactive, and integrated HR business partnering advisory service to line management and employees within a Higher Education environment. We seek to appoint a hands-on individual who thrives on challenges, works well under pressure, finds creative and innovative solutions to problems, and is customer-focused within a complex environment.

REQUIREMENTS:

- An NQF level 6 in Human Resources or Industrial Psychology or related field.
- At least Five (5) years generalist human resources experience.
- Demonstrable experience within a business partnering environment.
- Previous experience in professional development and training.
- Current, in-depth knowledge of legal requirements related to human resources and employee management, including workers' compensation, union relations, and employment laws.
- Excellent communication and interpersonal skills.
- Proficiency in the MS Office suite.
- Capable of creating and managing well defined project plans which ensure that objectives, initiatives, and activities stand the best possible chance of success.

THE FOLLOWING WOULD BE ADVANTAGEOUS:

- Knowledge of SAP HR.
- SABPP registration.
- Experience within the Higher Education environment.

RESPONSIBILITIES:

- Provide strategic partnering, change management and operational expertise to the Faculty/PASS Department.
- Build and maintain constructive relationships with Line Managers, staff, internal and external HR partners.
- Provide leadership and guidelines to the Faculty/PASS leadership about Human Resources strategy, policies, and implementation.
- Advising, coaching and supporting Line Managers and staff on the full range of HR functions and services such as: 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.
- 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 these processes.
- Proactively managing projects and change management initiatives.
- Undertake specific projects, in consultation with Line Management, to facilitate HR activities and enhance client service.
- Provide timeous and relevant HR management information, data analytics and reports.

The annual cost of employment for 2024 including benefits, is between R 612 625 and R 720 734.

To apply, please visit the UCT Jobs Site (www.jobs.uct.ac.za) **View** (For Internal Applicants) and **View** (For external Applicants) to create a candidate profile and to submit your application.

Please complete/attach the following to your profile before submitting your application:

- Curriculum Vitae (CV).
- Motivation/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.

An application which does not comply with the above requirements will be regarded as incomplete.

Shortlisted candidates may be required to undergo competency assessments and references may be requested by UCT at any stage of the selection process.

Any enquiries for the position to be addressed to Linzee Arendse at Linzee.arendse@uct.ac.za.

Closing date: **17 January 2025**

Website: <https://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.