

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: INSTITUTIONAL DEVELOPMENT

DEPARTMENT: HUMAN RESOURCES

DIRECTOR: ORGANISATIONAL DEVELOPMENT (P4) X1
(Muckleneuk Campus)

(Ref: Dir/OD/HR/ID/Oct2024)

The purpose and objectives of this position is to lead and direct organisational design and effectiveness, optimise the use of HR Information Systems, and implement organisational culture and transformation in line with the Unisa 2030 Strategy and CODEL Business Model.

Requirements

- Minimum of Masters Degree in Human Resources **OR** related field and registration with relevant professional body where applicable.
- PhD is recommended and will serve as an advantage.
- Minimum of **10** years relevant work experience with at least five (**5**) years in a management role.

Duties

- **Strategic Direction and Alignment**
 - Leading and developing the Organisational Development (OD) strategy and objectives in line with the Institutional CODEL and Unisa 2030 Strategy
 - Developing Operational Plan and KPI's in support of the departmental strategy in support of the institution's overall vision and strategy
 - Executing the Directorate's Operational Plan and procedures to support the UNISA 2030 Strategy
 - Interpreting policies to lower levels and ensuring alignment with Directorate's Operational Plan
 - Providing direction in the Directorate's area(s) of specialisation
- **Operational Leadership and Execution**
 - Developing solutions for specific organisational and business problems, aligning stakeholders to objectives and plans to implement those solutions.
 - Providing tactical and operational leadership regarding all operations of the Directorate from an overall perspective, which include Organisational Design and Effectiveness; Human Resource Information Systems; HR Policy Development; Job Analysis and Evaluation
 - Monitoring and continually improving the effectiveness of OD programs, products to ensure advancement of the organisational strategy and culture.
 - Providing expert facilitation and training on change management to ensure organisational performance, team effectiveness, structure/design, governance practices, culture, and other HR processes support achievement of business goals.
 - Co-developing and taking joint accountability for the implementation of an institutional operating model to drive Unisa strategy realisation and transformation.
 - Researching and designing an architectural model in shaping the desired organisational model based on best practices.

- Developing quantitative and qualitative success metrics and measures for key organisational development initiatives
 - Providing leadership to organisation design and development, ensuring fit for purpose structures and skill mix and effective change management.
 - Ensuring that HR business partnering arrangements are fully embedded and that line management takes ownership for people management and development activities.
 - Ensuring that HR processes and policies aligns to the Unisa evolving culture of innovation, healthy intellectual debate, professional growth, achievement, and excellence within the institution.
 - Improving continuously HR and employment policies and seeking opportunities to harmonise policies across the organisation, in partnership with line managers and with Organised Labour, and professional associations: ensuring compliance with employment legislation and best practice and understandability for line managers and all staff.
 - Ensuring that line managers are supported and trained to apply HR and employment policies with consistency and equity.
 - Ensuring that relevant statutory, regulatory, and professional standards are wholly achieved in relation to HR and OD policies, processes, and procedures, particularly in respect of safe employment, information governance and employment legislation.
 - Overseeing the organisation's HRIS (Human Resources Information Systems) in respect of development, implementation, and Modifications.
 - Integrating the HR systems ensuring HR process alignment to ODel in collaboration with ICT.
 - Identifying new development and system opportunities/software in delivering the People & Culture strategic agenda
 - Providing leadership in the development of effective job evaluation processes and procedures acceptable for all stakeholders.
 - Partnering with the HRBPs in consulting with the business to create innovative solutions.
 - Collaborating with other HR business units to deliver comprehensive solutions to the Business Partners
 - Supporting the HR business partners with interventions when quality or performance is not in line with the plan, in accordance with the organisations Quality and Performance Management Framework
 - Fostering the relationships and networks with internal and external stakeholders
- **Forecasting, Budgeting and Financial Management**
 - Managing the Directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
 - Compiling and managing the Directorate's budget in line with the departmental budget
 - Directing and monitoring the Directorate's expenditure within budgeted parameters and reporting on variances periodically
 - Managing the process of allocation of financial resources within the Directorate
 - Managing the function's resources sustainably in accordance with financial principles
 - Authorising the procurement of relevant services, equipment, and materials.
 - Safeguarding the assets allocated to the Directorate.
 - Costing of projected / forecasted personnel models and the linkage thereof to remuneration and benefit models
- **People Management**
 - Ensuring and monitoring that all staff in the Directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
 - Ensuring a high-performance culture in the Directorate through taking accountability for an effective and well-articulated performance management process
 - Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs)

- Establishing a positive, healthy, and safe work environment and culture in accordance with the Transformation Charter.
 - Directing implementation of the human resources policies, procedures, and practices
 - Building a robust, effective talent and leadership pipeline, succession, and HR capacity
- **Governance and Reporting**
 - Monitoring and reporting on progress against operational initiatives.
 - Monitoring and reporting on legislative and statutory compliance.
 - Promoting sound Institutional governance and participating in Institutional governance structures (Professional Citizenship)
 - Ensuring the development and implementation of policies and procedures
 - Compiling regular reports to Council, its committees, and other relevant structures
 - Participating in the annual performance review
 - Identifying risks relating to the field of responsibility, develop and implement mitigating strategies.
 - Documenting and reporting on Directorate specific matters.
 - Ensuring proper record keeping of all aspects within field of responsibility.

Behaviour and Technical and Managerial Competencies

- Leading and decision making
- Interacting and presenting
- Creating and conceptualising
- Enterprising and performing
- Organising and execution
- Analysing and interpreting
- Adapting and coping
- Supporting and Cooperating
- Management principles, methodologies, and tools
- Understanding of Human Resources and Organisation Developments principles
- Knowledge of organisation development and design, methodologies, and tools
- Expertise in organisational design, job analysis/ design, creating staffing models, implementing, and managing culture change and transformation initiatives.
- Skills in project management approaches, tools, and phases of the project lifecycle

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the Position

Closing Date : 06 January 2025

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.

Enquiries : Mr. Godwin Murerwa – 078 111 9007/011 764 1052 application can be forwarded by email to: godwin@skillplace.co.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- **All educational qualifications**
- **Prescribed Unisa application form**
- **Identity document; and**
- **Proof of SAQA verification of foreign qualifications, where relevant.**


The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Application can be forwarded by email to:
Unisa is not obliged to fill an advertised position.

Late, incomplete, and incorrect applications will not be considered.
Recommended candidates might be subjected to competency assessment.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

We welcome applications from Persons with Disabilities 

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.