



#### **VISION**

##### **Shape and own the future**

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

#### **MISSION**

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

### **OFFICE OF THE DEPUTY VICE CHANCELLOR: RESOURCES AND PLANNING**

#### **SENIOR DIRECTOR: HUMAN RESOURCES AND DEVELOPMENT (P4) FIVE (5) YEAR FIXED TERM PERFORMANCE BASED CONTRACT**

The main purpose of this role is, in addition to providing advice to the University Council and the Executive Management Committee on human resources and other related matters, to provide strategic leadership to the Human Resources and Development Function. This entails contributing to the broader organizational strategy and ensuring the alignment of the human resources strategy with the broader organizational strategy.

This position is responsible for planning and directing corporate human resources in support of university's vision and mission. Specific responsibilities include all aspects of human resource management - compensation and benefits, human resources development, organizational development, employee relations and dispute resolution, employee wellness, safety and health, human resources risk management and human resources long-range planning, talent attraction, and retention amongst others. Originates human resources and development policies and manages the activities of the Human Resources & Development function.

#### **Key Performance Areas:**

- Provides advice to both the University Council and the Executive Management Committee (EMC) on Human Resources and related matters.
- Conceptualization, development and execution of human resources and strategy.
- Provides consulting and coaching services to executive, senior and other levels of management.
- Remuneration and HR administration.
- Performance Management.
- Human Resources Development.
- Policy Review and Development.
- Design employee attraction and retention strategies.
- Safety, health and environmental management and employee wellness.
- Resource management: budget and finance.
- Monitoring, evaluation and reporting.

#### **Minimum Requirements:**

- Master's Degree in HRM related fields (HRM, Industrial Psychology, Organisational Behaviour).

- Ten years relevant management experience in HRM environment (Organisational Development, Employee Relations, Recruitment and Selections, Employee Benefits etc.), and three years of which must be in a senior management capacity.

**Recommendations:**

- A Doctoral Degree.

**Competencies:**

- In-depth knowledge of HR administration systems
  - In-depth knowledge of labour legislation
  - Leadership and people management
  - Financial management
  - Planning and organising
  - Ability to work in a changing environment.
  - Client service
  - Communication
  - Building interpersonal relationship
  - Results Focused
  - Developing others
  - Stress tolerance
  - Conflict resolution skills
  - Confidentiality, tact and discretion when dealing with people.
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**Remuneration:** We offer a negotiable market-related total remuneration package (**i.e., inclusive of benefits:** 13th cheque, housing subsidy/allowance, pension, medical aid, group life and study grant where applicable).

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from [www.mut.ac.za](http://www.mut.ac.za)); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa);** and (e) names of three contactable referees to: Department of Human Resources and Development, via email: [hr.executive@mut.ac.za](mailto:hr.executive@mut.ac.za).

Enquiries: Tel: (031) 907 7565 / 7560

**Closing Date: 30 May 2025**

**Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental EE targets, first preference will be given to African Male / African Female.**

**The University reserves the right NOT to make an appointment.**

