



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

HR Consultant (P8)



Welkom Campus

RESOURCES AND OPERATIONS | Human Resources | Ref 506



About the
position

Main purpose of the job

To act as a primary contact point for HR related services to management and staff of the University.

Main tasks

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| 1. Implement and monitor HR policies and procedures and ensure compliance with the University requirements as well as relevant legislation | 2. Provide HR services to management and employees within the allocated sector |
| | 3. General administrative duties |



About the
appointment

Nature of appointment

Permanent Support Services

Minimum salary scale (Total Cost to Company)

R 561 342 per annum
(2021 Salary Scales to be confirmed)

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience

- Three-year qualification in Human Resources or Industrial Psychology
- At least three years' experience in a generalist HR environment
- Working knowledge of an HR administration system
- Working knowledge of applicable South African Labour Legislation

Desired Qualification, Knowledge and/or Experience

- Post graduate studies in Human Resources or equivalent
- At least five years' experience in a generalist HR environment
- Registration with SABPP



Interested?

Job-Related Enquiries

Ms H Kotzé ☎ 051 507 3611 ✉ kotzeh@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office ☎ 051 507 3012 ✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or
<https://cut.job.skillsmapafrica.com/>

CLOSING DATE FOR APPLICATIONS – 22 January 2021

THINKING BEYOND