



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Senior Director: Human Resources (P4)



Bloemfontein Campus

RESOURCES AND OPERATIONS | Human Resources | Ref 137



About the
position

Main purpose of the job

To oversee the design, development and manage the implementation of HR policies, procedures and systems to ensure provision of efficient HR services to university management and staff.

Main tasks

- | | |
|---|--|
| 1. Develop long-term and fit-for-purpose HR strategy for in line with the university's Vision | 2. Develop and oversee the implementation of HR policies within the institution. |
| 3. General Management of the Human Resources section shall include, but not be limited to: <ul style="list-style-type: none"> • Manage the performance and development of employees • Develop, manage and monitor a budget for the section; • Provide reports to the various stakeholder within CUT; • Represent the university internally/externally as appropriate; and • Develop automated systems and processes as part of the CUT Smart Campus endeavours | 4. Oversee the provision of efficient HR services to university management and employees, which shall include, but not be limited to:
Recruitment and Selection and specialist HR services
Employment Equity & HR Operations;
Employee Benefits;
Employee Relations;
Training & Development;
Organizational Development; and
Payroll management
Conduct statistical analyses and report thereon in respect of the relevant HR data |
| 5. Ensure HR service excellence | |

Note: This post reports to the Deputy Vice Chancellor: Resources and Operations



About the
appointment

Nature of appointment

Five-year Senior Manager performance-based contract

Minimum salary scale (Total Cost to Company)

R1 312 985 (2020 Salary Scales still to be finalised)



What are we
looking for?

Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.

Female candidates, in particular, who meet the stated requirements are encouraged to apply.

Minimum Qualification/ Knowledge and/or Experience

- Masters' degree, or in the process of completing (to be handed in for final examination purposes, with official proof to be provided from the institution where qualification is being pursued) a Masters' degree by the end of 2020, in Human Sciences or a related field of study.
- At least 8 years' experience in a HR environment of which 3 years must be at an HR Executive level
- Registration with SABPP
- Proven knowledge and experience in relation to all the requirements listed under main tasks in this advert



What are we
looking for?

**Desired
Qualification,
Knowledge
And/Or
Experience**

- Doctorate degree in Human Sciences or a related field of study
- 10 years' in an HR environment, preferably in a Higher Education environment, of which 5 years must have been at a HR Executive level within Higher Education.
- Registration with SABPP
- Proven knowledge and experience in relation to all the requirements listed under main tasks in this advert



Interested?

Job-Related Enquiries

Dr GW Paul ☎ 051 507 3003 ✉ gpaul@cut.ac.za
(applications sent to this email will be disqualified)

**Remuneration, Benefits and
Process Enquiries**

Ms N Setlaba ☎ 051 507 3913 ✉ nsetlaba@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or send an email to jobs@cut.ac.za

CLOSING DATE FOR APPLICATIONS – 31 January 2020

THINKING BEYOND