



#### **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.

## **DEPARTMENT OF HUMAN RESOURCE AND DEVELOPMENT**

### **HUMAN RESOURCE BUSINESS PARTNER (P7) - Ref: AH25**

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

- Strategic Human Resource Business Partner
- Design, develop & implement Employee Attraction and Retention Strategies.
- Talent Management
- People Management
- Customer Service.
- Compliance and Risk Management

#### **Minimum Requirements:**

- A Postgraduate Degree in Human Resource Management
- Minimum of seven (7) years' professional HR Experience, including Generalist with three (3) years Business Partnering experience.
- Well-developed skilled and competent in HR processes: Recruitment, Training and Development, Talent, Compensation and Benefit

#### **Recommendations:**

- Advanced knowledge of ITS systems.
- Working knowledge of MS Office Suite

#### **Competencies:**

- Understand HRIS and new HR trends & Technology in HR i.e (use of ITS).
- Ability to work independently using your own initiative to balance high personal workload.
- Full understanding of all HR functions and best practices
- Strong communication and influencing skills.
- Labour legislation knowledge.
- Excellent interviewing/selection skills.

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**Salary Scale:** R587 027.00 – R776 082.00 (P7) basic salary per annum.

**Benefits:** 13<sup>th</sup> cheque, housing subsidy, pension, group life, medical aid, and study grant.

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 and proof of professional registration with a relevant professional body where applicable. **(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, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026 or via email: [hr@mut.ac.za](mailto:hr@mut.ac.za).

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

**Closing Date: 19 January 2024**

**Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to an African Male in accordance with our Employment Equity targets including people with disabilities.**

The University reserves the right not to make an appointment.