

## **ADVERTISEMENT**

**UNIVERSITY OF SOUTH AFRICA**

**PORTFOLIO: INSTITUTIONAL  
DEVELOPMENT  
DEPARTMENT: HUMAN RESOURCES**

**POSITION: DIRECTOR: DIRECTOR: EMPLOYEE RELATIONS  
AND WELLNESS (P4)**

**FIVE (5) YEARS FIXED TERM CONTRACT**

**(Ref:DIR/ERW/P4/HR/GRM/2021)**

Unisa is publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance and e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes. Unisa is inviting applications for the position of Director: Director: Employee Relations and Wellness for five (5) years fixed term contract.

### **Purpose of the job**

The main objective of this post is to formulate and execute the plans of the Directorate in line with the Unisa 2016-2030 Strategy and ODeL Business Model.

### **Roles and responsibilities include:**

#### **Strategic Direction and Alignment**

- 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 ODeL 2016-2030 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**

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
  - Employee Wellness
  - Employee Relations
  - Unisa Bargaining Forum (UBF) Coordination
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration
- Providing specialist advice and support to the Executive and line management in implementing Labour legislations
- Ensuring maintenance of good communication and alignment between Labour and the University
- Directing development, preparation and implementation of the constitution and resolutions of Unisa Bargaining Forum (UBF)
- Endeavouring to sustain the quality of work life within the Institution

- Directing, monitoring, evaluating and facilitating the implementation of organisational and Employee Wellness strategies and policies
- Managing the integrated Wellness programmes, including HIV and AIDS, Occupational Health and Employee Assistance Programmes (EAP)
- Analysing and interpreting data and information on sick trends and advise the Institution accordingly
- Leading and managing constructive negotiations and consultations with recognised unions and other stakeholders, and settlement agreements with employees and/or external parties
- Serving as chief negotiator of the Council Negotiating Committee The management of staff capacity and workload analysis across Unisa

### **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

### **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
- Fostering an organisational culture and climate that is ethics and value driven.

### **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

## Requirements

### Minimum qualifications:

- Minimum of Bachelor Honours Degree/Postgraduate Diploma/ Professional Bachelor's Degree and registration with relevant professional body where applicable

### Experience:

- Minimum **10 years** of relevant work experience with at least **5 years** in a management role.

**Assumption of duty :** **As soon as possible**

**Salary :** Remuneration is commensurate with the seniority of the Position

**Closing Date :** **12 March 2021**

**Enquiries :** **Mr GR Masingi: 012 429 4606/**  
**Ms AI Mavhungu: 012 429 3048**

Application can be forwarded by email to: **Mavhuai@unisa.ac.za.**

- Kindly supply your comprehensive curriculum Vitae
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- Unisa is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- We welcome applications from persons with disabilities
- Due to high volume of applications, communication will be limited to shortlisted candidates only.

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