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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 Al 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.