

JOB DESCRIPTION

REFERENCE NUMBER:	AP1115
JOB TITLE:	Director: Human Resources (5 Year – Fixed Term)
LOCATION:	Alice / East London / Bisho
BACKGROUND TO POSITION:	Since its bold founding in 1916, the University of Fort Hare has embodied courage, resilience, and the pursuit of transformation. Located in the heart of the Eastern Cape, Fort Hare offers more than just a place to work; it offers a purpose. Here, you can help shape the future of one of South Africa's most historic and culturally rich institutions, while enjoying the province's natural beauty, sense of community, and space for professional growth. The key responsibilities of the Director: Human Resources is to lead the Human Resources department by providing strategic leadership, direction, and oversight for all aspects of human resources management and employee relations within the institution. Develop and implement HR strategies, policies, and programs for talent acquisition, retention & motivation, compensation, performance management, talent & leadership development, succession planning, and employee engagement. Foster a positive and collaborative work culture that supports the university's mission of academic excellence, research innovation, student success and systems innovation. Influence, govern and inspire effective leadership, collaboration, compliance with labour laws and institutional & related external regulations and best practices and to harness top talent in delivering the Institution's mandate received from Council.
KEY PERFORMANCE AREAS:	KPA 1) Govern and Direct the Human Resources function of the institution • Play a key role in shaping the overall strategic direction of the institution. • Govern implementation of policies & strategies agreed by Council / Senate. • Promote institution's reputational profile through networks & partnerships. • Provide oversight, leadership & guidance to units under area of responsibility. • Play a key role in executive/governance committees.

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- Direct the leadership resources as per the structure above.
- Monitor achievement of unit's strategic plan achievement.

KPA 2) Medium to Long-term Conceptualisation and Vision

- Formulate & review strategy aligned with vision & mission.
- Approve implementation of structures, resources & systems.
- Collaborate with senior stakeholders in strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

KPA 3) Strategic Financial Business Planning and Budgeting

- Conduct long-term financial projections & planning.
- Lead resource management processes.
- Lead strategic cost management processes.
- Allocate & re-allocate funds & resources based on portfolio needs & requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from executive committee.
- Exercise prudent budgetary control.
- Approve large payments, assets procurement & services.
- Report on financial & budgetary objectives/plans.

KPA 4) Organisational Leadership Management for own team

- Plan leadership talent, succession and development based on institutional strategy for own team.
- Direct preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a leadership team based on the approved Resource Plan.
- Build & direct the leadership team within portfolio structure.
- Manage performance management aligned with the Performance Management System.
- Direct talent competence, skills &

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- performance levels aligned with strategy.
- Submit succession & development plan progress reports to senior leadership.

KPA 5) Strategic Relationship Development

- Participate in key institutional policy and decision-making bodies.
- Develop & foster partnerships with local & international academic institutions.
- Engage with industry/government stakeholders aligned with the business area.
- Participate in related industry forums.

KPA 6) Institutional Human Resources Leadership

- Remain abreast of HR related legislation, developments & best practices.
- Identify strategic & Institutional HR related risks.
- Conceptualise HR initiatives aligned with the strategic goals & objectives of the institution.
- Prepare an integrated institutional HR strategy & objectives for submission.
- Approve HR initiatives in conjunction with governance/executive committees.
- Recommend & provide HR advice & input to governance/ executive committees.
- Provide specialised advice on HR integration processes during institutional change interventions.
- Collaborate with other senior stakeholders on HR planning & resourcing requirements.
- Plan for Human Capital Audits.
- Direct institutional HR functional strategies & plans.
- Accountable for the organisation's Human Resources Planning processes.
- Accountable for the Human Resources Info System (HRIS) & Administration.
- Lead & direct Compensation/Remuneration strategy, philosophy, system & process.
- Accountable for the Talent Acquisition strategy, systems & process.
- Accountable for the Psychometric Assessment strategy, systems & process.
- Accountable for Organisation Development & Effectiveness.
- Accountable for the Talent Training & Development strategy, systems & process.

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- Accountable for the Succession Planning strategy, systems & process.
- Accountable for the Employee Relations strategy, systems & process.
- Accountable for the Transformation strategy & process.
- Present HR related topics at leading public platforms.
- Monitor progress against approved HR initiatives & projects.
- Monitor confidentiality of employee & remuneration information.
- Monitors HR value proposition to internal stakeholders.
- Report to governance / executive committee on special projects/initiatives' progress.
- Present HR audit report progress to senior leadership.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Master's degree in Human Resources Management or Industrial Psychology or related fields.

Minimum Experience

- A minimum of 10 years' experience in the Human Resources discipline, exposed to the full scope of the HR function.
- 5 years' experience in a managerial capacity leading a team of HR professionals / practitioners.
- Extensive experience in human resources management in a senior leadership role within a complex organization, preferably in higher education or a comparable sector.
- Strong leadership, communication, negotiation, and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Strategic thinking, analytical skills, and ability to translate HR goals into actionable plans and measurable outcomes.
- Keeping abreast with leading HR systems and technology.
- Proven experience in implementation of new technologies.
- ICT systems knowledge i.e., MS Word, Excel, PowerPoint, Teams, etc.
- Comprehensive knowledge of HR principles,

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practices, employment laws and regulations including:

- a) Higher Education Act 101 of 1997,
- b) Occupational Health & Safety Act section 16 (2) ,
- c) HEQC (Higher Education Quality Committee) Human Capital standards.
- HR Discipline related legal knowledge of:
 - a) All labour-related legislation e.g., EEA, etc,
 - b) Labour Relations Act 66 of 1995,
 - c) EDTP (Education Training & Development Practices Seta rules),
 - d) POPIA (Protection of Personal Information Act) 4 of 2013.
- HR Discipline related functional knowledge for:
 - a) Organisation Development,
 - b) Talent Acquisition (Recruitment & Selection),
 - c) Learning, Development & Succession, Planning,
 - d) Compensation management,
 - e) Employee welfare management,
 - f) Employee Relations & Transformation and Resources Planning.

Additional Advantages

- Registration as an Industrial Psychologist with Health Professions Council of South Africa.
- Professional registration with the South African Board of People Practices (SABPP).

Competencies and Behavioural Attributes

- Strong leadership, communication, negotiation, and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Strategic thinking, analytical skills, and ability to translate HR goals into actionable plans and measurable outcomes.
- Abreast with leading HR systems and technology, with proven experience in implementation of new technologies.
- Business acumen with proven track record and experience achieving excellence in the HR field to foresee pitfalls and manage acceptable risks.

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- Change leadership of an institution without losing effectiveness.
- Lead people advocacy by shaping and influencing institutional culture through mitigating risks, navigating change and facilitating the sustainability of resourcing within the institution.

APPLICATION REQUIREMENTS:

- A completed UFH Job Application Form. Downloadable from the link:
<https://www.executivetalenting.co.za/wp-content/uploads/UFH-JOB-APPLICATION-FORM-1.pdf>
- A comprehensive and detailed CV.
- A cover / motivation letter stating how you satisfy the requirements of the advertised position.
- Names and full contact details (including telephone numbers and e-mail addresses) of at least three traceable and credible referees.
- Certified copies of all your academic qualifications, identity document and proof of registration with professional bodies. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1115** to Genevieve Michel c/o shireen1115@talenting.co.za

Incomplete applications will not be considered!