

JOB DESCRIPTION

REFERENCE NUMBER: AP1142
JOB TITLE: Executive Director: Human Resources
(5 Year – Fixed Term)

LOCATION: Pretoria

BACKGROUND TO POSITION: The **University of South Africa (UNISA)** is the largest comprehensive open distance e-learning (CODeL) institution in Africa and the longest complex standing dedicated distance education university in the world, nurturing aspirant leaders of tomorrow and motivating a future generation through knowledge development, research, engaged scholarship, research, and innovation. Unisa offers an unparalleled range of study choices in under-graduate and post-graduate degrees/research, and is inviting applications for the position of Executive **Director: Human Resources**

To plan and provide strategic direction to an integrated **Human Resource Management system**, in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODeL); 2016-2030 strategy; Unisa's strategic vision and transformation agenda.

DIRECTORATE STRUCTURE

- Director: Remuneration and Administration,
- Director: Organisation Development and HRIS,
- Director: Employee Relations and Wellness,
- Director: HR Decentralised Services (Staffing),
- Deputy Director: HR Dept Planning, Projects and Operations,
- Personal Assistant,

ORGANISATIONAL LIAISON

Internal Interaction

- Principal and Vice Chancellor,
- Extended Management (Vice-Principals, Executive Deans and Deputy Executive Deans of Colleges, and all Executive Directors), Portfolio Managers,
- All Professional and Support Departments,
- Members of management committees and operational committees,
- Members of Senate and its committees,

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External Interaction

- Council and its committees and members,
- Department of Higher Education and Training,
- Public /private external organisations,
- Government Agencies,
- Professional bodies,
- Bodies where UNISA has Institutional membership,
- External Auditors,
- Council of Higher Education,

KEY PERFORMANCE AREAS:

KPA 1) Strategic Direction, Planning and Alignment

1. Providing input in the development of the institutional strategy, aligning the Human Resources with the institutional vision and strategy, both now and in the future and communicating accordingly.
2. Providing strategic advice to the Vice-Principal: Institutional Development & Transformation and strategic input into the portfolio's planning process
3. Leading and directing the development of the department's strategy and objectives in line with the institution's strategy and in accordance with relevant legislation.
4. Overseeing and guiding the development of the department's operational plans and KPI's in support Of the function and the institutions overall vision and strategy.
5. Formulating the people management philosophy and employment value proposition of the University that will underpin all HR policies, processes and practices,
6. Providing strategic leadership to the development Of the department's annual performance review as is required by the Department Of Higher Education Training (DHET).
7. Providing strategic direction in the department's area(s) of specialisation

KPA 2) Operational Leadership and Process Management

1. Providing strategic leadership regarding all operations of the department from an overall perspective, which include:
 - The effective provisioning of Human

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- Resource Development and Talent Management and Remuneration services
 - The effective provisioning of HR Decentralised services
 - The effective provisioning of Remuneration and Administration services
 - The effective provisioning of organisation Development and HRIS services
 - The effective provisioning of Employee Relations and wellness services
 - The effective provisioning of HR Governance and Reporting
- 2. Planning, directing and managing the human resources management activities of the University and ensuring effective application and administration of all relevant processes in compliance with relevant legislative requirements to enable optimal utilisation of UNISA's human resources.
- 3. Initiating the development of an appropriate quality management system for the Human Resources Department.
- 4. Developing and implementing a Human Resources Business Intelligence and HR Metrics through a deliberate data driven HR decision making culture.
- 5. Facilitating the institutional flow of HR information by developing and implementing an HR communication and marketing plan, and by publishing regular communiques to staff
- 6. Embedding financial sustainability through a green Institution-wide culture.
- 7. Driving the implementation Of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- 8. Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility.
- 9. Managing the strategic relationships and networks with internal and external stakeholders.
- 10. Developing and implementing a risk management strategy for Human Resources
- 11. Facilitating change and transformation within

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the institution through the following:

- Ensures effective communication with stakeholders
- Ensures shared understanding and acceptance of revised approaches and practices with regards to human resources management
- Promotes diversity and pluralism, encompassing equity and transformation imperatives
- Develops strategies to recruit and retain staff from designated groups including people with disabilities

12. Monitoring organisational climate and institutes appropriate transformational initiatives in accordance with findings.

13. Establishing and maintaining professional networks locally and/or internationally.

KPA 3) Forecasting, Budgeting and Financial Management

1. Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes.
2. Providing leadership regarding the compilation and management Of the budget for the department.
3. Overseeing and monitoring the department's expenditure within budgeted parameters and report on variances periodically.
4. Directing and overseeing the funding of operations and budgeted activities within the department.
5. Overseeing and monitoring the maintenance of accurate financial records Of all contracts, as well as the apportionment and expenditure of such funds.

KPA 4) People Management

1. Leading, mentoring and empowering employees and change within the department to promote high performance, an optimal working environment, improving staff morale and cost effective operations.
2. Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and ODeL 2016-2030 Strategy.

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3. Embedding sustainability through a green Institution-wide culture.
4. Driving a high performance culture by taking accountability for an effective and well-articulated performance management process.
5. Monitoring the resourcing Of the department through recruitment and filling of positions.
6. Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
7. Fostering an organisational culture and climate that is ethics and value driven.
8. Providing strategic guidance in the implementation Of the human resources policies, procedures and practises.
9. Builds a robust, effective leadership pipeline. succession and capacity.

KPA 5) Governance and Reporting

1. Developing, implementing and managing a set of core policies, processes and practices to ensure the effective operation and governance of Human Resources within the University in compliance with relevant legislation.
2. Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
3. Actively participating in UNISA's Management Committee, Human Resources Council Committee, Remuneration Committee of Council, Executive Committee of Senate and other Management Workshops
4. Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures.
5. Compiling reports on the department's performance at the required intervals reflecting all relevant statistics.

Minimum Qualification(s)

- Master's degree in Human Resources and/or Industrial Psychology or a cognate field. Registration with the relevant professional

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INHERENT CRITERIA:

body will provide an added advantage.

Minimum Experience

- Minimum of 10 years' experience in Human Resources, of which a minimum of 5 years in a relevant management role.

Additional Competencies

- General management (including knowledge of applicable policies and procedures)
- Risk management
- King IV Report on corporate governance
- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and higher education institutions
- Diversity, equity and transformation
- Organisational development
- Employee Relations
- Training and development
- Talent Management
- Recruitment and appointment
- Remuneration and Benefits Administration
- MS office applications

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position.
- A comprehensive CV.
- An abridged CV.
- A completed Unisa Job Application Form.
- <https://www.executivetalenting.co.za/wp-content/uploads/Unisa-Application-Form.pdf>
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Proof of SAQA verification of foreign qualifications, where relevant.

To apply please forward your application quoting reference number **AP1142** to Genevieve Michel c/o shireen1142@talenting.co.za

The closing date for applications is 20 July 2025

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!