



## **DIRECTOR: HR ORGANISATIONAL DEVELOPMENT & EFFECTIVENESS**

### **HR Organisational Development & Effectiveness Human Resources**

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The Human Resources (HR) department at UCT is seeking to fill the post of Director: HR Organisational Development & Effectiveness (ODE).

This position has strategic oversight for the HR department's organisational development & effectiveness function with its main aim being to ensure that UCT acquires, develops and retains the best talent for organizational effectiveness and supports the university's transformation agenda. This includes oversight in the following areas:

- organisational climate, transformation, culture, dynamics, norms and values (including change management)
- organisational design (including structure and position analysis, design and evaluation)
- organisational performance (including performance management, promotion and employee engagement)
- talent attraction (including recruitment, assessment and selection)
- talent development (including learning and development, leadership development, competency management, scarce skills, career pathing and succession planning)
- talent retention (including the development of a retention strategy)
- organisational effectiveness
- employment equity
- ODE systems

Applications for this position are invited from candidates with a strategic outlook and experience in designing and implementing effective ODE services.

The incumbent must have the ability to provide on-site direction and guidance and be able to transform the service and its staff through coaching, skills development and change management.

#### **Requirements include:**

- A relevant Masters' Degree (NQF9), preferably in HR or a related field
- A minimum of 9 years' relevant knowledge and experience in HR, of which a minimum of 5 years should be at a senior management level in ODE
- Demonstrated experience in designing and implementing ODE solutions in a complex environment
- Experience in leading through change and knowledge of change management principles and methodologies in a complex environment
- Proven history of designing and implementing successful HR ODE programmes within a diverse, complex client base
- Relevant experience in resource, project and change management
- Excellent client, service and people orientation
- Good working and theoretical knowledge of current legislation, policies governing HR practice and industry best practice
- Experience in creating effective communication platforms to drive effective service delivery
- Sound facilitation and coaching experience

#### **Advantageous**

- Registration with the HPCSA would be advantageous
- Demonstrated familiarity with the Higher Education landscape

#### **Responsibilities Include:**

- Accountable for leading, designing, implementing and managing the overall provision of a value add organisational development and effectiveness service
- Accountable for reviewing, developing and implementing HR organisational development and effectiveness initiatives, policies and procedures across UCT in a manner that is pro-active and meets the needs of the organisation
- Engage with clients and HR stakeholders to ensure cohesion and an effective HR service as well as clarity between the roles of the ODE specialists and stakeholders within the HR department
- Apply a structured change management approach to develop a set of actionable and targeted change management plans, including communication plans, coaching plans and training plans
- Active visible leader, manager and coach to the managers within the HR ODE area
- Prepare and manage the annual budget for the HR ODE function in the context of University-wide austerity measures

- Develop and build effective relationships with internal and external stakeholders (including unions)
- Implement an effective communication platform that ensures pro-active, timeous, transparent and clear direction to the clients and HR staff with regard to ODE

The annual cost of employment for 2018, including benefits is between R921 005 and R1 083 535.

**To apply**, please e-mail the below documents in a **single pdf file** to [recruitment02@uct.ac.za](mailto:recruitment02@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 5429                      **Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E18267                      **Closing date:** 23 July 2018

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>*

UCT reserves the right not to appoint.