

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Human Capital Services

Post: HR Business Analytics and Reporting Specialist (Ref: HR36)

Minimum Requirements:

- A postgraduate degree in Human Resources Management (NQF level 7) and Statistics/ Business Analytics or an equivalent qualification is required OR BSc/BA in Computer Science, Statistics, Data Management, or a related field
- 7-10 years' experience in Human Resources field, specialising in a broad shared service environment, with a strong data analysis and reporting capabilities, of which 5 years should be in Human Resources Information Systems, Reporting and Data Analytics in a corporate sector within a shared services environment
- Exposure to SI89 consultation processes, inhouse or CCMA facilitated.
- Deep technical hands-on expertise in data analytics, data visualization, business intelligence, and reporting Proficiency in Human Resources Systems
- Experience with HR data, HRMS/HRIS systems experience (SaaS and on-premise ERP)
- Broad experience with analytic toolsets with ability to conduct advanced analytics in POWER HEDA and other tools as required.

Summary of Duties:

- Develop strategies for effective data analysis and reporting.
- Design and implement dashboards that present data in a meaningful and actionable framework for leadership.

- Select, configure and implement analytics solutions.
- Define Institution-wide metrics and relevant data sources.
- Build systems to transform raw data into actionable business insights.
- Provide strategic support to the Human Resource function in the areas of people metrics, reporting, and advanced predictive analytic capabilities.
- Manage HR analytical tools, reporting and dashboards.
- Mine data and provide intelligence to produce credible reports for decision making.
- Conduct data analysis and discovery to identify trends and correlations to uncover insights.
- Provide business insights into Human Capital Services through data intelligence gathering and interpretation.
- Manage and guide the maintenance of employee data on the HR information system and for periodic reporting purposes.
- Maintain HR data to support HR analytical needs and ensuring accuracy and consistency of key data sets, reports and metrics.
- Produce and submit reports to enable informed decision making by executive management and relevant governance structures.
- Ensures compliance with relevant regulatory requirements.
- Ensures compliance with data protection regulations.
- Provides the necessary training to meet end users needs.
- Generates ad-hoc reports (for example, reports on turnover, hiring costs and benefits
- Collaborates with ICTS to perform regular tests and upgrades to the system.
- Optimise data integrity and ensure the provision of accurate information for governance and statutory reporting purposes.
- Ensure integrated HCS information systems for effective management reporting and query resolution.
- Develop predictive models for attrition, high performance, and recruiting demand identifies statistical analysis techniques required to deliver insights.
- Manage all analytics and reporting across the HCS team.
- Identify develop the key HR metrics and provide reports on key HR metrics in accordance with DUT's reporting requirements.
- Improve upon current reporting standards by providing new functionality including canned reports, dashboards, predictive analysis, emailed reports, and mobile reporting capability.
- Draft and submit annual, quarterly and monthly reports required or delegated by Senior Director HCS

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 05 May 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.