

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: Transformation Specialist (Ref: HR30)

#### Minimum Requirements:

- A degree in Human Resources/Law/Business Management (NQF level 7) or equivalent is required AND Certificate in Labour Dispute Management/Labour Relations/Business Management.
- 3 – 5 years' experience in facilitating transformation and change.
- Knowledge of HR policies & procedures.
- Sound knowledge of employment practices in accordance with the latest legislation and SA Labour legislation and practices
- Knowledge of labour legislation e.g., Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act etc.
- In depth technical knowledge and application of the B-BBEE Codes and Sector Codes.

## Summary of Duties:

- Coordinate the Employment Equity Plan Development Process.
- Implement and maintain the Employment Equity (EE) monitoring and reporting tool.
- Coordinate the implementation of employment equity and transformation processes/interventions.
- Ensure statutory and other reporting and compliance.
- Analyse business' recruitment needs and identify strategies to recruit previously disadvantaged individuals.
- Establish and coordinate (in conjunction with Training & Skills Facilitator) Employment Equity & Skills Development Committee (EE & SD Committee) to support employment equity through skills development.
- Submit Employment Equity report to Line Manager / relevant authority for approval and manage the submission process.
- Deal with comebacks and queries and make updates.
- Implement the transformation and diversity programme to assist business to create a conducive working culture for all staff.
- Analyse the Human Resource Strategy to determine the required deliverables.
- Assess organisational readiness to change.
- Take ownership of change process and conceptualise the process (i.e., what, who, design)
- Ensure and maintain a record storage system.
- Effectively store and track documents and reports.
- Manage the Administration of the B-BBEE strategy.
- Human Resources Coordination Experience, specifically in the employee relations/compliance/transformation/wellness functional area.

## Salary: Market related

**Contact Person:** Miss. BZ Ngcobo

**Email Address:** [HCSRrecruitment@dut.ac.za](mailto:HCSRrecruitment@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: [HCSRrecruitment@dut.ac.za](mailto:HCSRrecruitment@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: 21 April 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.