Work Study Officer: Organisational Development (Human Resource)

**Requirements:**

- A Three-year National Diploma/Degree in Organisation and Work Study/ Management Services.
- A postgraduate qualification will be an added advantage.
- A minimum of five (5) years’ relevant work experience which include evidence of performance of a range of organisation design activities.
- Proven experience of working with a range of organisation development activities.
- Proven experience of working within a transformation environment.

**Skills and abilities:**

- Excellent communication skills (written and verbal) and interpersonal skills.
- Excellent organisational skills.
- Excellent consultative and analytical skills.
- Proficiency in English and at least one other official language.
- Good computer skills.

**Duties:**

The successful applicant will be responsible for the following:

- Strategic alignment of the institution.
- Organisational design activities.
- Job analysis and design activities.
- Business process management activities.
- Efficiency optimisation activities.
- Organisation development interventions.
- Facilitating Performance management.
- Project management.
- Ad hoc investigations.

Closing date: 10 April 2015
Typed applications which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms LS Ngoatje, to the Executive Director: Human Resource, Private Bag X 1106, Sovenga, 0727 or e-mail applications, in MS Word format, to stella.ngoatje@ul.ac.za.

*Telephonic enquiries regarding conditions of service: (015) 268-3513.*

*It is the applicant’s responsibility to have foreign obtained qualifications evaluated by the South African Qualification Authority. Please also note that failure to submit the requested documents/information will result in your application not being considered.*

*The University of Limpopo is an Equal Opportunity and Affirmative Action Employer.*

*Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.*

*The University reserves the right not to make an appointment.*