



ORGANISATION DEVELOPMENT AND TALENT MANAGEMENT HUMAN RESOURCES

PERFORMANCE MANAGEMENT SPECIALIST

Requirements:

- A three (3) year National Diploma in Management Services/ Organisation and Work Study/Human Resources Management/Industrial Psychology.
- A postgraduate qualification will be an added advantage.
- Three (3) years' relevant and proven experience working in an Organisation Development/Human Resources environment within a large public sector funded higher education institution (University).
- Proven experience of working within a transforming environment.

Skills and Abilities:

- Excellent interpersonal relationship.
- Good knowledge of human and organisational behaviour.
- Excellent knowledge of Human Resources theory and practice.
- Excellent knowledge and understanding of the Performance Management theory and practice.
- Knowledge and understanding of the University of Limpopo's objectives, culture, stakeholders, structures, processes, procedures, products and services.
- Thorough knowledge and understanding of the South African tertiary education sector and the social, political, legal and economic environment in which the University operates.
- Excellent analytical thinking skills and abilities.
- Excellent planning and organising skills and abilities.
- Ability to work independently.

Duties:

The successful applicant will be responsible for the following:

- Develop, compile and continuously review the Performance Management Policy, system and procedures.

- Develop manuals, feedback instruments and other materials to assist with system implementation and training on staff.
- Develop and conduct surveys and focus group sessions to assess the needs and priorities of all relevant stakeholders.
- Implement the University Performance Management System.
- Organise, arrange and facilitate information sessions, training workshops and refresher workshops on the Performance Management System, including drawing up performance agreements and development plans.
- Advises management and staff members on unclear aspects and problem areas in the system.
- Participate in drawing up performance agreements, review sessions, appraisal interviews, appeals and counselling sessions for poor performance.
- Monitors regularity of performance review and appraisal interview through effective record keeping and control systems such as the HRITS, etc.
- Evaluates effectiveness, usefulness and relevance of system, as well as training needs, through focus groups and surveys of different stakeholder groups.
- Identify performance trends and assist in designing interventions to address them where necessary.
- Conduct benchmarking and research on performance management related issues.

CLOSING DATE: 23 SEPTEMBER 2022 (Extension)

Please submit cover letter clearly indicating which post you are applying for a detailed CV with all your names, addresses, contact details and email address and include contact numbers of three (3) referees, certified copies of all qualifications including Matric/ Grade 12 Certificate, academic transcripts and a South African ID/ Passport should be forwarded to Chief Human Resource Officer, e-mail applications in MS Word format, Recruitment4@ul.ac.za

Telephonic enquiries regarding conditions of service: Mrs M.R Thoabala (015) 268 2488

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African Qualifications Authority. Please 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 Employer. All appointments will be made in accordance with the University's Employment Equity Policy. **Performance Management Specialist** Preference will be given to Male (Africans, Indians and Coloureds) Female (Africans and, Coloureds)*

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 applicants as unsuccessful.

The University reserve the right not to make an appointment

