



ORGANISATION DEVELOPMENT AND TALENT MANAGEMENT

WORK STUDY OFFICER

Requirements:

- A three (3) 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 organisational design activities.
- Proven experience of working with a range of organisation development activities.
- Proven experience of working within a transforming environment.

Skills and Abilities

- Excellent communication skills (written and verbal) and personal 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 candidate will be responsible for the following:

- Strategic alignment of the institution.
- Organisational design activities.
- Job analysis and design activities.
- Business process re-engineering/management activities.
- Organisational development interventions.
- Efficiency optimisation activities.
- Project management
- Ad hoc investigations
- Report writing.

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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, Recruitment2@ul.ac.za

Telephonic enquiries regarding conditions of service: Mr TG Morokolo 15 268 4794

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. **Work Study Officer** 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