



DIRECTOR: HR RECRUITMENT AND PLACEMENT

(Five-year fixed term performance-based contract)

The University of Limpopo invites applications for the position of **Director: HR Recruitment and Placement**. Reporting to the Chief Human Resources Officer, the Director: HR Recruitment and Placement is a senior human resources professional who provides strategic leadership and oversight for an institution's recruitment and talent management policies. This includes providing strategic leadership to all human resources, recruitment and placement initiatives, with a specific focus on talent acquisition and ensuring efficient, legally compliant daily HR operations within a university setting.

1 KEY RESPONSIBILITIES

The duties of this role blend strategic planning with hands-on operational oversight.

Strategic People Leadership: Aligning HR strategies, plans, and initiatives (such as recruitment, retention, and succession planning) with the overall goals of the University to drive cultural transformation and enhance organisational effectiveness.

Recruitment and Talent Acquisition: Overseeing the entire employee lifecycle, from defining role profiles and developing innovative recruitment strategies to managing the advertising, screening, and selection processes for various university posts.

Operational Excellence: Directing the design and administration of operational processes to deliver HR programmes effectively, including compensation, benefits, and performance management systems. This includes ensuring all operations are customer-centric and meet service level expectations.

Compliance and Governance: Ensuring adherence to all internal policies and external legal requirements (e.g., employment equity, labour relations acts), managing risk, and maintaining constructive relationships with recognised trade unions and other stakeholders.

Team Leadership: Developing and leading the HR teams, providing guidance, and fostering a high-performing and inclusive work environment.

Data and Reporting: Providing actionable insights through high-quality people data to inform strategic decisions and support business planning and budget development for HR Recruitment and Placement Directorate programs.

2 QUALIFICATIONS AND SKILLS

- a. Experience: At least ten (10) years' experience in recruitment and talent acquisition roles, with a proven track record of leading teams of human resources recruitment practitioners in complex organisations, preferably within the higher education (HE) sector, five (05) of which should have been in senior human resources management role.

- b. Education: A relevant three-year human resources degree/diploma is a minimum requirement, with a postgraduate qualification as an added advantage.
- c. Skills: Key skills include the following:
 - i. strong leadership
 - ii. communication
 - iii. negotiation
 - iv. project management, and
 - v. analytical thinking, along with an in-depth knowledge of employment law and HR best practices.

The Director: HR Recruitment and Placement is also required to provide strategic advice to the University Management on the development and implementation of the institution's strategic recruitment and talent acquisition framework, tools & solutions that meet the business needs.

Experience

- a. Relevant administrative and management HR Recruitment and Placement experience within the higher education sector
- b. Knowledge of and experience in the higher education systems and operations nationally, including South Africa's national higher education systems and policies
- c. A well-established performance track record or evidence of excellent in delivering on human resources recruitment, talent acquisition, and operations value chain.
- d. The ability to lead, motivate and innovate systems and processes and be oriented towards outputs and outcomes.
- e. S/he will be self-driven but should be able to participate in teams and collaborate with senior staff members and members of the UL community, stakeholders and partners
- f. The ability to function effectively in the multicultural working environment of the University and address its transformation challenges
- g. Experience in developing, interpreting, explaining and applying policies, procedures and precedents related to various areas of recruitment and talent acquisition.
- h. Demonstrated superior written and verbal communication abilities.

3 SKILLS AND COMPETENCIES

- a. A thorough understanding of the national higher education system, policies, and dynamics;
- b. Ability to represent the University at strategic high-level discussions and negotiations in the higher education sector, as well as the ability to portray a positive image of the University;
- c. An outstanding track record of integrity, strong leadership qualities, a proven record of a successful academic career in higher education;
- d. Excellent communication skills and passion for the University's mission of becoming a leading university, providing quality education;
- e. An ability to combine firm management and a harmonious relationship with academic colleagues and students; and
- f. Understanding of and commitment to the strategic transformation needs in the higher education landscape.

3 DURATION

The appointment is for a fixed term of five (5) years with possible renewal for a further term of five years, subject to a satisfactory work performance review. A competitive annual remuneration package, including benefits, will be offered.

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CLOSING DATE: 23RD OCTOBER 2026

Retirement age:

The average retirement age for members of the Senior Management is 65. Consideration will be given to candidates who would be able to serve a 5-year term at the time of appointment and complete the same before the age of 65.

Application:

Applications should be forwarded to Chief Human Resource Officer by e-mail to, recruitment5@ul.ac.za and must include the following which are critical to evaluate all applications received:

- A brief motivation why they should be appointed to the position:
- A detailed Curriculum Vitae
- Certified copy of ID/passport.
- Certified copies of all degrees/diplomas (including academic transcript's).
- Names and contact details of at least three references (current or recent superior)

Telephonic enquiries regarding conditions of service: **Ms LS Ngoatje (015) 268 3513** or **Mrs NJ Monyepao, Tel 015 268 2399**

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. Preference will be given to Male (Africans, Coloureds and Indians), Female (Africans).

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.

NB: Please note that those who applied previously need not to re-apply.

The University reserves the right not to make an appointment.

