



## **EXECUTIVE DIRECTOR: HUMAN RESOURCES (ED:HR)**

### **HUMAN RESOURCES (HR)**

## **UNIVERSITY OF CAPE TOWN**

The University of Cape Town (UCT) is seeking an experienced, visionary and dynamic executive in the human resources space to serve as its Executive Director: Human Resources (ED: HR). As Africa's leading University, UCT seeks to take a leadership role in human capital development in higher education by reimagining approaches to ensuring that the university attracts, develops, and retains diverse, talented staff who contribute to its mission of excellence and vision to *unleash human potential for a fair and just society*. The ED:HR will be responsible for developing and implementing an institution-wide human capital management strategy aligned with UCT's Strategic Vision 2030, working closely with the University Executive, senior leaders and a wide variety of stakeholders. The individual will provide steer for an Employer of Choice approach while fostering a culture of care, compassion, and inclusivity.

Reporting to the DVC: People and Culture (previously the DVC for Transformation, Student Affairs, and Social Responsiveness), the successful candidate will be an experienced leader with a clear track record of change management in complex organisations, able to develop and implement a strategic and innovative approach to people management while nurturing an inclusive and supportive work environment. The ED:HR will lead an HR team that acts as a strategic partner to a diverse group of units across the university, offering support and advice while maintaining strong stakeholder relationships, an emphasis on continuous improvement and a focus on long-term cultural growth through a people-centered approach.

#### **Requirements for the position:**

- A master's degree at NQF 9-level in Human Resources or closely related disciplines.
- At least 15 years of progressive HR management experience with a minimum of those being 5 years at a senior leadership role in a large organisation, demonstrating the capacity to lead transformational change, influence organisational culture, and deliver strategic value.
- Proven experience engaging with senior leadership and governance bodies, with the ability to provide visionary HR strategies that align with institutional goals and priorities.
- Strategic leadership experience in people management, organisational development, and driving culture change, with a focus on fostering innovation, excellence, long-term growth and sustainability.
- Demonstrated ability to manage a comprehensive range of HR disciplines across diverse organisational units, ensuring alignment with institutional values and vision.
- Strong track record in alternative dispute resolution, showcasing skills in resolving complex issues with a forward-thinking, and collaborative approach.
- Demonstrable evidence in leading and managing HR functions within complex, dynamic environments, with the vision to shape the future of HR in alignment with the university's mission, growth, and strategic objectives.
- Proven experience in implementing integrated HR systems to optimise processes, improve efficiency, and align with institutional goals, using technology and data to enhance HR service delivery and performance.

#### **The following will be advantageous:**

- An understanding of the South African Higher Education environment
- Comprehensive knowledge of industrial relations.

#### **Responsibilities include:**

- Contribute to the development and execution of the institution-wide human capital strategy, ensuring alignment with UCT's Vision 2030, fostering institutional growth, and upholding governance, best practices, and operational excellence.
- Participate and provide strategic leadership and advice within senior governance, leadership, and management structures, ensuring HR strategies support UCT's institutional goals.
- Provide oversight and take accountability for the successful implementation and continuous improvement of HR systems and processes, ensuring governance, best practices, risk mitigation, and operational efficiency across all HR functions.
- Drive HR transformation initiatives, focusing on diversity, equity, and inclusion, while enhancing system efficiencies and automation.
- Foster and maintain strong relationships with internal and external stakeholders, ensuring effective collaboration and advancing UCT's objectives through sound partnerships.
- Represent UCT on relevant HR fora, contributing to sector-wide HR initiatives while upholding the university's values and reputation.

- Implement consequence management frameworks to drive accountability, monitor performance, and ensure compliance across HR services and initiatives.
- Oversee HR budgeting, resource allocation, and staff development, ensuring performance standards and continuous improvement within the department.

The 2025 annual cost of employment, including benefits, is appropriate to the Senior Executive level.

For detailed information on this post, please view the job description on the following link: ([view](#))

**To apply**, please visit the UCT Jobs Site ([www.jobs.uct.ac.za](http://www.jobs.uct.ac.za)). [View](#) (For Internal Applicants) and [View](#) (For external applicants) to create a candidate profile and to submit your application.

Please complete and attach the following to your profile before submitting your application:

- A motivation letter which addresses the above criteria, including a statement on your potential contribution as Executive Director;
- Your full curriculum vitae with the names and contact details of three referees;
- The HR204 application form for Senior Executive Posts available at: <http://forms.uct.ac.za/hr204.doc>.

An application which does not comply with the above requirements will be regarded as incomplete and might not be considered.

Shortlisted candidates will be required to deliver an open presentation and undergo assessments. References may be requested by UCT at any stage of the selection process.

**Contact number:** +27 (0) 21 650 1673

**Website:** <https://hr.uct.ac.za/about-hr/human-resources-uct>

**Reference number:** ID1015

**Closing date:** 23 March 2025

*UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

**The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.**