SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN RESOURCES

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

DATA ANALYST: HR ANALYTICS & SYSTEMS SUPPORT (1 Post)
Ref: 26/2024/BGM/P9

The University is looking for an energetic, highly skilled and analytical Data Analyst to support and enable the Human Resources function's business processes through comprehensive data analytics, reporting, end-user business systems requirements analysis, ICT project coordination, and systems support. This role serves as a critical bridge between the HR function and ICT, ensuring the delivery of cost-effective, efficient, and high-quality service. He/She must meet the requirements and competencies, and be responsible for the following key performance areas below:

REQUIREMENTS

- Bachelor of Commerce: Information Systems/ B.Tech: Information Technology or equivalent
- At least four (4) years related experience in a tertiary environment
- Experience working in an HR environment, and interpreting HR data
- Demonstrated knowledge of relational data bases
- Proficiency in SQL, Excel (including macros, pivot tables), and data visualization tools
- Proven experience in project management for medium scale projects, measured by successful implementations within time and budget
- Proven track record of exposure to the latest technologies for process automation
- Proven abilities for data and process analysis
- Computer literacy, with a sound knowledge of Microsoft Office (Word, Excel and PowerPoint)

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- Strong planning and organising skills
- Decision making, analytical and problem solving skills
- Confidentiality and discretion when dealing with the data
- Quality assurance and risk management
- High level communication skills both oral and written
- Ability to interpret information and draw sound conclusions
- Ability to work positively with stakeholders

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- Ability to work at pace
- Possess a positive 'can do' attitude and approach

KEY PERFORMANCE AREAS

- Plan, execute, and deliver comprehensive data reports
- Conduct data mining, compile ad-hoc reports, and prepare graphical data representations
- Ensure HR data integrity and compliance with institutional policies
- Develop HR metrics and compile in quarterly and annual reports for the University and the Schools
- Assist Hum Resource Business Partners (HRBPs) and HR Administrators to retrieve and analyse reports for their clients
- Analyse and map business processes, propose system enhancements, and ensure legislative compliance
- Conduct business process analyses, data modelling, and specify technical systems enhancements
- Facilitate end-user training and support for new systems or enhancements
- Draft and execute detailed project plans, including business analysis, resource allocation, and timelines
- Coordinate between ICT and HR, addressing project barriers and ensuring smooth implementation
- Monitor project impacts on business processes, cost, and efficiency, and report to senior leadership
- Automate the HR environment through user friendly templates and forms
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

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Closing date: 20 March 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms BG Mbanjwa, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to
hr.recruitment5@smu.ac.za

The applications may also be posted OR hand delivered to (place in the application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3071

The Sefako Makgatho Health Sciences University 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 to make or not to make an appointment