



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF HUMAN CAPITAL & TRANSFORMATION

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:

Human Resources Business Partner (1 Post)

REF: 57/2026/BM/P8

SMU is seeking a dynamic and seasoned HR Business Partner who is passionate about HR and client-centricity. An individual who is a change agent and understands that their personal stature and brand as an HR Professional is integral to the delivery of the HR service. The individual needs to be an all-rounder and able to easily navigate the different HR disciplines and offer a “one stop” comprehensive, pro-active and integrated HR advisory and generalist service to Schools and Departments.

The incumbent will be part of the HR team working in a collaborative manner, and must meet the requirements and competencies, and be responsible for the following key performance areas below.

REQUIREMENTS

- Bachelor Degree in Human Resources or Industrial Psychology or equivalent qualification (NQF7)
- Studying towards an honours degree will be an advantage
- At least five (5) years' experience as a Human Resource Generalist which includes at least three (3) years' experience in servicing a unit in an HR partnering role
- Must have demonstrated experience in facilitating the implementation of OD interventions such as change management process, onboarding, performance management systems, etc
- Sound knowledge and understanding of relevant HR legislation
- Demonstrated experience in policy development
- Exposure to HR management in a Higher Education environment will be a recommendation

COMPETENCIES

- Technical/ professional knowledge and skill
- Client service oriented
- Excellent communication skills (verbal and written)
- Emotional Intelligence
- Results oriented
- Stakeholder engagement and management
- Resource management
- Building interpersonal relationships
- Decision-making and problem solving
- Planning and organizing
- Outside-In thinking
- Earn trust through results
- Facilitating change
- Team player and collaborative approach
- Computer literate (MS Office package)
- Upholds confidentiality

KEY PERFORMANCE AREAS

- Actively support the University strategy in the achievement of its people management strategic objectives and HR policy framework
- Ability to work in close partnership with line management, and provide holistic HR solutions to improve effectiveness, including an end-to-end HR service with continuous feedback to line management and employees on implementation practices related to policies and procedures;
- Ability to advise and coach line managers and employees on the interpretation, application and implementation of HR policies/procedures/ processes/systems
- Sound knowledge of the HR regulatory framework in respect of Employment Equity, Induction, Learning and Development, Employee Relations, Performance management, Remuneration, Change management, Employee Wellness and the other aspects of the HR discipline
- Assistance with employees in interpreting conditions of employment and resolving HR related issues and the ability to participate in governance structures/committees through the provision of strategic advice on HR related issues
- Elevate the recruitment function beyond administrative and transactional, Appreciating the importance of the “right fit” for the job to promote excellence in teams by providing an effective attraction and retention service to Line Managers/Selection Committees on best practice recruitment and selection methodologies, analyzing the need for the roles/job against strategic plan and budget, development of job descriptions and adherence to the EE plan, continuously introducing innovative practices
- Actively understand the skills development gaps hindering performance and facilitate training needs analysis within the School/Department to provide operational efficiency and provide input to the organisational training plan, advise and coach line managers and departments in developing specific induction programmes for employees
- Monitor training and development practices in addressing skills gaps and ensuring

- compliance with relevant HR policies
- Actively embed a culture of high performance and high support through effective performance management, work closely with line management and facilitate and coordinate the training and development of all School/Department employees on SMU Performance Management system, and support its implementation through effective guidance and monitoring
- Actively support a harmonious work environment; advise School/Department line managers on disciplinary and grievance procedures and processes; and give input on appropriate interventions to improve employee relations
- Appreciate the integral importance of remuneration in dealing effectively with employee remuneration and administrative concerns, and at the same time support line management's understanding of the University remuneration strategy
- Actively promote HR analytics by generating staffing information for input to reports (e.g. placements, exits); and analyses and interpret HR data and provide input to HR reports [e.g. EE plan, Skills Plan], continuously engaging line management on the data to support their decision making
- Assist the Executive Director: HR with the development and implementation of projects; keep abreast of developments within the HR discipline and its implications for SMU; and register as a member of professional bodies to keep abreast of all developments (where appropriate)
- Contribute to the overall development of SMU and actively improve institutional culture

Closing date: 18 September 2026

Applications from employment agencies 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 to Human Capital and Transformation, for the attention of **Mr TR Moletsane**, by email to hr.recruitment1@smu.ac.za by not later than 16:00 on the closing date as stated on the advert.

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) 521-4433.

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 not to make an appointment.