



VACANCY BULLETIN

**Tshwane University
of Technology**

We empower people

EXTERNAL POSITION
ORGANISATIONAL DEVELOPMENT PRACTITIONER
DEPARTMENT: ORGANISATIONAL DEVELOPMENT, POLICY DEVELOPMENT AND PLANNING
Post level 08
Ref: 26/J13B

The **Department: Organisational Development, Policy Development and Planning** seeks to appoint an **Organisational Development Practitioner** on a Permanent basis to facilitate and provide support in the implementation of OD interventions and strategies.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a fully completed standardised application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Key Performance Areas

Provide effective and administrative support to the Directorate

- Facilitate and support implementation of OD interventions and strategies.
- Developing, implementing, and supporting implementation of appropriate OD solutions.
- Managing organisational change e.g. Organisational culture survey.
- Involvement in organisational design function including developing and ensuring structures, processes, systems which will support the institutional objectives.
- Manage overall job architecture function to include job design function, job levels and job families across the institution.
- Manages the University's job evaluation and job profile system.
- HR Metrics for the purpose of HR planning and forecasting aligned to the institutions talent management strategy.
- Job analysis and work study.
- Performance Management and Development System.
- HR Policies, Procedures and Process Mapping.

Minimum Requirements:

- NQF level 7
- A relevant 3/4-year qualification: A Bachelor's degree, A Higher / Advanced Diploma

Plus

- 3 years relevant experience at Supervisory/ Administrator/ Junior Practitioner level to include:
- Implementation of appropriate OD solutions, organisational change initiatives, and maintenance and implementation of relevant job architecture tools.
- Experience in change management interventions, organisational and job architecture, Performance Management Systems (PMS), and work analysis.
- Experience in organisational structural design, career pathing, talent management applications, and HR metrics for HR planning and forecasting.
- Experience in job analysis and work-study.
- Previous experience in Higher Education is recommended.

People with disabilities are encouraged to apply.





VACANCY BULLETIN

Tshwane University of Technology

We empower people

- Experience in HR policy development and process mapping. Implementation of appropriate OD solutions, organisational change initiatives, maintenance, and implementation of relevant job architecture tools.

OR

- NQF 6

Plus

- 4 years relevant experience at Supervisory/ Administrator/ Junior Practitioner level to include:
- Implementation of appropriate OD solutions, organisational change initiatives, and maintenance and implementation of relevant job architecture tools.
- Experience in change management interventions, organisational and job architecture, Performance Management Systems (PMS), and work analysis.
- Experience in organisational structural design, career pathing, talent management applications, and HR metrics for HR planning and forecasting.
- Experience in job analysis and work-study.
- Previous experience in Higher Education is recommended.
- Experience in HR policy development and process mapping. Implementation of appropriate OD solutions, organisational change initiatives, maintenance, and implementation of relevant job architecture tools.

Other Special Requirements

- Project Management Training
- Must have own transport and Code 8 valid driver's license
- Registered HR Practitioner with SABPP

Knowledge and Skills

- Working knowledge of OD practices (e.g. Change Management)
- Administration of Service Level Agreements (SLAs)
- Management of service providers and contracts
- Organisational structuring and managing of overall job architecture function to include job design, job profiles, job levels, job families across the institution.
- Performance Management and Development System (PMDS)
- HR planning models
- Statistical data gathering, analysis, and interpretation
- HR information systems
- HRM systems: job profiling, job evaluations, performance management systems and job architecture
- Project management skills
- Computer literacy (knowledge of visio will be an added advantage)
- Problem-solving skills
- Excellent interpersonal and communication skills.
- Ability to interpret and implement policy and agreements
- Planning and organising skills
- Statistical analysis
- Project management skills
- e-HR tools

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Send your CV to: Recruitment11@tut.ac.za

People with disabilities are encouraged to apply.





**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

Closing Date: 07 June 2026 – Enquiries to Ms. P Thoo-Pongwana, Tel: 012 382 5356. **NB.:** If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to make an appointment.** It is the intention of the University to promote representativity in respect of race, gender, and disability through the filling of this post.

People with disabilities are encouraged to apply.

