



VACANCY: MANAGER PEOPLE AND CULTURE

Job Title	Manager: People and Culture
Institution	Hugenate Kollege NPC
Location	Wellington
Appointment type	Full-time, permanent
Indicative grading	Paterson D1 / Hugenate H11
Start date	1 February 2027, or as soon as possible thereafter.
Closing date and time	13 November 2026

1. Purpose of the Position

Hugenate Kollege, a Christian private higher education institution, invites an experienced HR generalist to manage its people and culture function and support academic and professional-service managers.

This hands-on role exercises professional judgement within approved policy and delegated authority, without assuming executive or line-management decisions. The manager advises MANCO on people and culture matters and attends relevant agenda items by invitation; the position does not carry standing MANCO membership.

2. Key Responsibilities

- Coordinate workforce planning, recruitment, appointment documentation, induction, probation and exit processes.
- Advise on employee relations, grievances, discipline, poor performance and incapacity; coordinate fair case processes and specialist support.
- Manage the performance cycle, coordinate staff development and strengthen managers' people-management capability.
- Coordinate staff engagement, culture-action plans, change support and wellbeing referrals.
- Maintain HR policies, applicable compliance processes, secure personnel records and useful management reporting.

3. Essential Qualifications and Experience

- A recognised NQF level 7 bachelor's degree in Human Resource Management, Industrial Psychology, Labour Relations, Organisational Psychology or a closely related field.
- At least five years' progressive HR generalist experience after the relevant qualification, including at least two years at senior practitioner or management level.
- Demonstrable experience in both a non-profit, public-benefit or mission-driven environment and higher education or the broader post-school education sector.

4. Essential Professional Capabilities

- Demonstrated handling of employee relations, grievances, discipline, poor performance, absence, workplace investigations and CCMA preparation or representation.
- Practical knowledge of applicable South African labour legislation, employment equity, skills development, conditions of employment, data protection and secure personnel record-keeping.
- Experience in recruitment, job profiling, performance management, learning and development and HR reporting; exposure to job evaluation, succession planning, organisational development, change and staff-climate follow-up.
- Digital proficiency in an HRIS or comparable system and management dashboards; excellent professional spoken and written English; and availability to work on campus in Wellington.

5. Advantageous Qualifications and Experience

A relevant NQF level 8 postgraduate qualification; SABPP registration or eligibility; functional Afrikaans and multilingual communication; and experience in higher-education HR, restructuring or digital transformation. Relevant mediation, investigation or facilitation training is advantageous.

Integrity, confidentiality, procedural fairness and respectful, inclusive practice aligned with HK's Christian values are central to this role.

6. Application Process

Applicants should submit the following:

- A comprehensive Curriculum Vitae.
- A covering letter motivating their suitability for the position.
- Copies of relevant qualifications.
- The names and contact details of three professional referees.

Applications should be addressed to Marlene Payne at **hr@hugenate.ac.za** with the subject line:

Application: Manager People and Culture

7. Employment Equity

Hugenate Kollege is committed to implementing its Employment Equity Plan. Preference will be given to suitably qualified candidates from designated groups who are underrepresented at the relevant occupational level, in accordance with the College's approved Employment Equity Plan. Persons with disabilities are encouraged to apply.

6. Remuneration and Conditions of Service

Remuneration and conditions of service follow HK's approved job grading and remuneration framework.