

HUMAN RESOURCES



Pg. 4



IFC and Pg. 35



Pg. 46



Tshwane University
of Technology

We empower people

Pg. 55



'Finding Solutions for Africa'

Pg. 6

20

HUMAN RESOURCE MANAGEMENT

HUMAN Resources managers are responsible for policies and practices that deal with recruitment and selection of employees, training and development, improvement of performance and productivity, salary and fringe benefits and creating good relationships between managers and employees.

The tasks of human resources managers differ according to the size and type of organization in which they work. Human resources managers are usually responsible for tasks such as recruitment, development, remuneration, labour relations, staff administration and organisation planning and development.

Human resources managers must ensure that labour laws, wage agreements and conditions of service are followed. As representatives of the management of organizations, human resources managers play a vital role in negotiating with trade unions and employees' associations. Larger organizations usually have a team of human resources officers who are expert in one or more aspects of the work.

Human resources managers must have good communication skills. It is essential that they can work well with all kinds of people. Human resources managers should enjoy taking the lead. They must be diplomatic and tolerant of different views but also be able to act firmly.

HUMAN RESOURCE DEVELOPMENT

HUMAN resources development practitioners generally assist line management with the identification and solving of performance problems of individual employees, work groups or organizational processes. The assistance offered by human resource development practitioners is applicable to all performance problems, regardless of whether this is encountered in industrial, commercial or government organizations.

The functions of the human resources development practitioner includes the identifying and improving the skills and motivation of employees, identifying training needs and providing training to improve current performance and to enhance individual careers.

RECOMMENDED SCHOOL SUBJECTS

Mathematics, Accounting, Economics and Business Economics.

ADMISSION REQUIREMENTS

UNIVERSITY: Senior Certificate with matric exemption.

UNIVERSITY OF TECHNOLOGY: Senior Certificate or an equivalent accredited qualification.

TRAINING

UNIVERSITY

A three-year full-time BAdmin: Personnel Management/BBusSc: Personnel Management/ BCom: Personnel Management.

UNIVERSITY OF TECHNOLOGY

A three-year full-time NDip: Human Resources Management followed by the BTech: Human Resources Management.

A three-year NDip: Human Resource Development diploma, followed by a further year for the BTech: Human Resource Development degree.

Prospective students have to register at the Institute of Personnel Management.

CAREER OPPORTUNITIES

Personnel officer, personnel manager, training manager, labour relations officer, manager. Most medium size and larger organizations in the public or private sectors employ human resources managers.

This career offers valuable background knowledge for persons who want to start their own personnel agencies. They can also act as human resources consultants who select suitable candidates on behalf of companies, advise companies on salaries and industrial relations issues.