

Career Profile: Human Resource Manager

Companies that want to survive and grow in the challenging world of today must be ready to change and adapt and become customer-centred. HR managers are expected to carry out their traditional administration responsibilities and also act as strategic partners with top managers. A strategic partner understands the key issues and challenges facing the business, identifies what is required for effective implementation and helps to make it happen. The HR manager must support change and also help to create a work environment in which people are motivated to perform. HR managers play a critical leadership role in any organization and take on responsibility for the functions that deal with the needs and activities of the people such as recruiting, hiring, training, organisation development, communication, performance management, coaching, policy formulation, salary and benefits, team building, employee relations. In smaller organisations an HR generalist is expected to manage all HR functions, but obviously in a fairly basic way. In large organisations HR departments have specialists responsible for specific functions. The head of HR in a large organisation obviously needs a good grasp of all the specialist functions.

Education Requirements

National Senior Certificate (NSC)

For a career in HR management students are advised to select Mathematics and to add to this a selection from the designated subjects. These are subjects that are particularly suitable for tertiary study.

Bachelor Degree

Bachelor of Commerce (Human Resource Management) (HR Management)

BAdministration (HR Management) (3 years)

Three year degree programmes that focus on developing knowledge and skills for entry into careers in HR management.

Offered at:

- [University of Johannesburg](http://www.uj.ac.za/Default.aspx?alias=www.uj.ac.za/hrm)¹ (Department of Industrial Psychology and People Management)
- [University of Limpopo](http://www.ul.ac.za/index.php?Entity=sch_eco_man_aca)² (School of Economics and Management)
- [University of Pretoria](http://web.up.ac.za/default.asp?ipkCategoryID=1111)³ (Department of Human Resource Management)

¹ <http://www.uj.ac.za/Default.aspx?alias=www.uj.ac.za/hrm>

² http://www.ul.ac.za/index.php?Entity=sch_eco_man_aca

³ <http://web.up.ac.za/default.asp?ipkCategoryID=1111>

- [University of Venda](#) (Department of Human Resources Management)
- [University of the Witwatersrand](#)⁴ (Faculty of Commerce, Law and Management)

The BAdmin (HR Management) is offered at [University of Venda](#).⁵

National Diploma / BTech

Students who prefer a more practical approach can enrol for programmes to qualify for tourism and hospitality at B Technology and Diploma levels. Specializations are offered in these programmes. The National Diploma is a three year course which includes guided practical experience. The diploma is a pre-requisite for admission to a Bachelor of Technology - BTech.

Offered at:

- [Tshwane University of Technology](#)⁶ (Department of People Management and Development)
- [University of Johannesburg](#)⁷ (Department of Industrial Psychology and People Management)
- [UNISA](#)⁸ (College of Economic and Management Sciences)
- [Vaal University of Technology](#)⁹ (Human Resource Management Brochure)

Specializations offered:

There are a number of National Diplomas and BTech degrees to consider.

[Tshwane University of Technology](#)

National Diploma: HR management, Contact centre management, Labour relations

BTech: HR management, Contact centre management, Labour relations, HR development

[University of Johannesburg](#)

National Diploma: HR management

BTech: HR management

[UNISA](#)

National Diploma: HR management

BTech: Labour relations, HR development

⁴ <http://web.wits.ac.za/Academic/CLM/>

⁵ http://www.univen.ac.za/management_sciences/dep_manage_human_resource_labour.html

⁶ <http://www.tut.ac.za/Students/facultiesdepartments/managementsciences/departments/people/Pages/default.aspx>

⁷ <http://www.uj.ac.za/Default.aspx?alias=www.uj.ac.za/hrm>

⁸ http://brochure.unisa.ac.za/brochure/showprev.aspx?d=1_3_2&f=p_02011HRM

⁹ http://www.vut.ac.za/new/images/stories/human_resource_mangm.pdf

Vaal University of Technology

National Diploma: HR management, Labour relations, Management of training

BTech: HR management, Labour relations,

Admission requirements

As admission requirements vary from one institution to another, find out what the specific requirements are by checking on the website and contacting the university if you have any queries.

Possible Employers

- Government departments
- Provincial administrations
- Local government
- Large organisations and companies in all sectors
- Consultancies
- Universities and colleges

Find out more

Find out more about management, bursaries and jobs:

- [South African Board for Personnel Practice \(SABPP\)](http://www.sabpp.co.za/).¹⁰ The board is the professional registering body for HR and the accredited quality assurance body (ETQA) and is committed to raising the standards of human resources in South Africa. It revised the Code of Conduct for HR in 2006.
- [Human Resource Council of South Africa](http://www.hrcosa.co.za/).¹¹ A number of HR related institutes belong to the Council.
- [The Skills Portal](http://www.skillsportal.co.za/human_resource_management/)¹² provides a list of HR jobs that are available.
- [Interesting article](http://www.skillsportal.co.za/human_resource_management/509559.htm)¹³ on performance management as critical to HR development.
- [hr focus](http://www.hrfocus.co.za/homepage.php)¹⁴ is a magazine which has merged with the National Employers Organisation, and carries some interesting articles on various aspects of HR.
- [Concise job descriptions](http://humanresources.about.com/od/jobdescriptions/f/hr_job_mgr.htm).¹⁵

¹⁰ <http://www.sabpp.co.za/>

¹¹ <http://www.hrcosa.co.za/>

¹² http://www.skillsportal.co.za/human_resource_management/

¹³ http://www.skillsportal.co.za/human_resource_management/509559.htm

¹⁴ <http://www.hrfocus.co.za/homepage.php>

¹⁵ http://humanresources.about.com/od/jobdescriptions/f/hr_job_mgr.htm

Are you suited to this career?

This quick quiz can help you to identify whether you are suited for this occupation.

Quiz	Yes	No
Do you work well with all kinds of people?		
Are you persuasive?		
Do you enjoy working as part of a team?		
Are you able to consider an issue from several points of view?		
Do you pay attention to detail?		
Do respect the privacy of others and maintain confidentiality entrusted to you?		
Are you even tempered?		
Are you a good listener?		
Do people consider you enthusiastic?		
Do you stand by your convictions even if unpopular?		

If you have mainly yes answers it may be an indication that this is an occupation to consider.