



VACANCY

REFERENCE NR	:	VAC02308/21
JOB TITLE	:	Benefits Administration
JOB LEVEL	:	C3
SALARY	:	R283 949 – R473 248
REPORT TO	:	Lead Consultant: Remuneration and Benefits
DIVISION	:	Human Capital Management
DEPT	:	Shared Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal and External)

Purpose of the job

To provide high-level administrative in all aspects related to employee benefits by coordinating and administering SITA pension funds, risk benefits claims, coordinate medical aid year end functions, administer remuneration related functions, Conduct employee engagements, liaise with all service providers on functions related to employee benefits, payment of invoices, prepare employee benefits reports, coordinate job evaluations functions and liaise with wellness department on matters related risk benefits claims, schedule meetings and keep minutes from time to time.

Key Responsibility Areas

- Ensure implementation of Benefit Administration and alignment with corporate strategic objectives;
- Implement and monitor Benefit Surveys, to ensure change leading to best practice operations;
- Implement Benefit Administration and processing of claims to ensure timely delivery of benefit programme;
- Coordinate annual year end functions and enrollment of employee benefit program to ensure annual change on benefit for all SITA employees;
- Manage and ensure provision of proposal specification with service providers to ensure compliance on negotiated terms; and
- Administer Remuneration related Functions.

Qualifications and Experience

Minimum: Matric plus National Diploma/ Bachelor Degree in Social Science or related field, GRP Certificate is an advantage.

Experience: 3 – 5 years working experience in Benefit Administration or related function.2 years as a Manager/Specialist on related function.

Technical Competencies Description

Knowledge of: administering and developing procedures and systems such managing files and record keeping, transcription, designing forms, and other office procedures; Remuneration and Employee Benefits; Knowledge of GEPF, Alexander Forbes Retirement Fund and Denel Pension Funds; Administering and processing employee benefits claims; Remuneration related functions such as allowances and benefits processing; Understand and knows HR principles and practices.; Knowledge of the relevant legislation e.g. EE, LRA, SDL, BCEA and Taxation; Customer Service Focused; Business process improvement experience; Problem solving; Knowledge of Laws and regulations governing employee benefits.

Experience: Excellent Administrative Skills; Accuracy and attention to details; Analytical Skills; Adversary Skill Discretion for dealing with confidential information; Ability work under pressure and meet deadlines; Strong written and communication skills; Excellent numeracy and computer literacy with strong command of spreadsheets; Able to make decisions where required; Reconciliations and statistics; Report writing skills; knowledge of MS word and Excel.

Other Special Requirements

N/A

How to apply

Kindly send your CV to Sophia.recruitment@sita.co.za

Closing Date: 10 February 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be considered.