



VACANCY

REFERENCE NR	:	VAC00642/22
JOB TITLE	:	Consultant: Learning and Leadership Development
JOB LEVEL	:	D2
SALARY	:	R 509 683 - R 849 471
REPORT TO	:	Senior Manager: Talent Management
DIVISION	:	Human Capital Management
Department	:	Talent Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage the continuous development and enhancement of organisational capability through competency development, learning and development to support SITA strategic objectives and ensure compliance with the relevant legislations.

Key Responsibility Areas

- Coordinate skills audit and needs analysis to identify skills and competency gaps;
- Design, develop and source relevant learning and development interventions;
- Manage the delivery and implementation of training interventions to bridge identified skills gaps;
- Develop relevant learning and development policies, procedures, processes and system; and
- Support the development, implementation and maintenance of the portfolio of competency development standards and tools.

Qualifications and Experience

Minimum: 3 year National Diploma / Degree in Human Resources Management. Registration with a professional body will serve as an added advantage.

Experience : 6 - 7 years experience as HR generalist, extensive experience in learning and development.

Technical Competencies Description

Knowledge of: Relevant legislation knowledge of SITA training and development policies processes and procedures; Sound knowledge of learning and development principles and practices; Skilled at developing and delivering training programs; Proficient in the use of Microsoft Office programs; Skills Development Act, Skills Development Levies Act and Employment Equity Act; Strong writing and training program design skills and materials e.g. participant and instructor guides. Excellent communication skills; Organisational skills and the ability to plan ahead and manage multiple projects at a time; Presentation skills; Effective negotiating skills. The ability to write reports, keep records, and work within budgets; Supervisory skills; Financial Management skills.

Leadership Competencies: Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Innovation, Planning and Organising, Creative Problem Solving, Responding to Change and Pressure, Strategic Thinking.

How to apply

Internal candidates must apply using this email address: Masoko.internalrecruitment@sita.co.za

External candidates must apply using this email address: Masoko.recruitment@sita.co.za

Closing Date: 02 August 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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered