



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC07540</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Consultant: Organisational Development</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>D2</b>
<b>SALARY</b>	<b>:</b>	<b>R 509 683 – R 849 471</b>
<b>REPORT TO</b>	<b>:</b>	<b>Senior Manager: Organisational Development &amp; Change Management</b>
<b>DIVISION</b>	<b>:</b>	<b>Human Capital Management</b>
<b>DEPT</b>	<b>:</b>	<b>Organization Development &amp; Change</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To provide organisational development solutions so that SITA has best fit, cost efficient, customer oriented and agile organization architecture supported by the right competencies, improved leadership capability, employee satisfaction and productivity to achieve overall organization health in the digital era.

### Key Responsibility Areas

- Implement, review and monitor the Organisational Development strategy and framework in order to ensure that SITA develop and implement suitable and good practice organisational development interventions, programmes and processes;
- Provide technical advice in the development and implementation of organisational design to ensure that the organization has structured and functional environment;
- Conduct and design job profiles and job evaluation in order to determine the appropriate level of positions within the organization;
- Conduct work study techniques in the organization in order to analyze the work methods and the equipment used in performing a job, the design of an optimum work method and the standardization of proposed work methods hence aiming at increasing work efficiency;
- Reporting and programme review;
- Design, measure and monitor the implementation of profiling and job evaluation process in order to determine the appropriate level of positions within the organization;
  - Facilitate employee communication and feedback on job evaluation and profiling mapping through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one on one meetings, and Intranet use.
- Develop, design and implement human capital planning programme in order to ensure that the organization recruit and attract the required skills and competence for the sustainability and growth of the organization.
  - Conduct Human Capital Analysis and Implement Human Capital Plan.
  - Identifying and creating a leadership and management growth programme to make sure all executives and top leaders have the required skills to be successful.
  - Determine current Human Capital and Develop future Human Capital requirements.

## Qualifications and Experience

**Required Qualification:** Bachelor Degree or BTech in Human Resources/ Industrial Psychology with majors/ specialisation in organisation development.

**Experience:** 6 -7 years working experience in Organization Development/ Human Resources Management in a Corporate/ Public Sector Organisation. Including, experience as a specialist/ practitioner in organization development and change management in an information technology related environment.

## Technical Competencies Description

**Knowledge of:** Organisational development and behaviour methodologies and tools. Business process re-engineering methodologies and tools. Organisation structure design and/or re-design using best practices. Job profiling methodologies and tools. Competence assessments tools and processes. OD diagnostics through behavioural science to enhance employee satisfaction and productivity. HR policies and procedures. Organisational transformation. Project management Understanding of Labour Legislation: Basic conditions of Employment Act, Labour Relations Act, Employment Equity Act, Occupational Health & Safety, Skills Development Act, Skills Development Act. National Skills Development Strategy. The incumbent is expected to implement Organisational Development policies, methodologies and tools. Skills: Business Analysis; Business Writing; Customer Relationship Management; Human Capital Management; Project/Programme Management; and Research & Innovation. Leadership Competencies: Customer Experience; Collaboration; Communicating and Influencing; Outcomes driven; Planning and Organising; Creative Problem Solving; Decision-making; Responding to Change and Pressure. Interpersonal/behavioural competencies: Active listening; and Attention to Detail.

## Other Special Requirements

N/A.

## How to apply

Kindly send your CV to: [Puleng.recruitment@sita.co.za](mailto:Puleng.recruitment@sita.co.za)

**Closing Date: 30 March 2021**

## Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 accepted
- CV's sent to incorrect email address will not be considered