



## VACANCY

<b>REFERENCE NR</b>	:	<b>C.PM- X2_04_21</b>
<b>JOB TITLE</b>	:	<b>Consultant Performance Management X2</b>
<b>JOB LEVEL</b>	:	<b>D2</b>
<b>SALARY</b>	:	<b>R 509 683 – R 849 471</b>
<b>REPORT TO</b>	:	<b>Senior Manager Organisation Development &amp; Change</b>
<b>DIVISION</b>	:	<b>Human Capital Management</b>
<b>Department</b>	:	<b>Talent Management</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To manage and coordinate the organisation-wide performance management system ensuring that all the activities, outputs and outcomes meet SITA's strategic objectives in an effective and efficient manner. This role-player shall execute on managing the performance of the whole organisation value chain from corporate to division to individual employees through the development and implementation of sound policies and procedures to advance performance in alignment with business the objectives of the Company.

### Key Responsibility Areas

- Ensure implementation of Individual Performance Management is in alignment with corporate strategic objectives and ensures compliance with established parameters and timelines; prepares guidelines and business rules, analyzes programme results, and prepares reports and recommendations;
- Monitoring and evaluation of Individual Performance policies, standards and procedures in order to continuously improve on Integrated Performance management;
- Co-ordinate Individual Performance improvement process in order to ensure Individual Performance Improvement;
- Co-ordinate the Moderation processes to ensure alignment to the corporate Bell Curve;
- Conduct and design organisational training to ensure improvement and capacity building on Individual Performance Management;
- Human Capital Management;
- Ensure automated performance management system (Oracle) is performing optimally and generates standardised automated objective setting and review processes; and
- Effective communication and change management to institutionalize a high performance culture within SITA.

### Qualifications and Experience

**Minimum:** 3 year National Diploma /Degree in Human Resources or Social Sciences, at least NQF Level 6.

**Experience :** 6-7 years practical experience in Performance Management, including experience as a specialist in a large corporate/public sector organisation.

## Technical Competencies Description

**Knowledge of:** Change agent; Understand and knows all HR principles and practices; Knowledge of the relevant legislation e.g. EE, LRA, SDA; Organisational knowledge; Performance Management; Strategy Management Diversity interaction; Adding value through people development; Business /culture awareness; Agile methodology; Data driven performance measurement and monitoring. Skills: Business Writing; Customer Relationship Management; General Administration; and Project/Programme Management. Leadership Competencies: Customer Experience.

## 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: 16 April 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