



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC02304/21</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Consultant Talent Sourcing</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 Talent Sourcing and Development</b>
<b>DIVISION</b>	<b>:</b>	<b>Human Capital Management</b>
<b>DEPT</b>	<b>:</b>	<b>Talent Management</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal / External)</b>

### Purpose of the job

To manage and provide an effective and efficient Talent Sourcing support to SITA Line Managers and staff, with particular emphasis on meeting the recruitment and selection requirements as per organizational goals.

### Key Responsibility Areas

- Develop, implement and maintain the Talent Sourcing policy, procedures and systems;
- Develop and implement standard job specifications for talent sourcing purposes in accordance to the policies, processes and procedures to support SITA strategy;
- Ensure effective and efficient selection, placement, secondment and transfer of staff as per the applicable policy, procedures and processes;
- Management of resources; and
- Manage recruitment service providers.

### Qualifications and Experience

**Required Qualification:** B degree or National Diploma in Human Resource/Industrial Psychology/ Public Admin or equivalent qualification.

**Experience:** 6-7 years working experience in recruitment and selection in a corporate/public sector organisation.

The incumbent will be required to consult and interact with relevant lines of business, staff, unions representatives, recruitment agencies, job applicants and accreditation and certification bodies.

### Technical Competencies Description

**Knowledge of:** Change management principles. Recruitment and selection methodologies and techniques. Understanding of HR policies, principles and practices. Knowledge of the relevant legislation e.g. EE, LRA, SDA. Organisational knowledge recruitment policy and procedures psychometrics and competency-based assessments.

**Skills:** Report writing; Interviewing and probing skills; Time management; General administration; and Project/Programme management.

**Leadership Competencies:** Customer experience; Collaboration; Communicating and Influencing; Integrity and Fairness; Outcomes driven; Planning and Organising; Creative Problem Solving; Decision-making; and Responding to Change and Pressure.

#### **Other Special Requirements**

N/A.

#### **How to apply**

Internal candidates must apply using this email address: [Masoko.internalrecruitment@sita.co.za](mailto:Masoko.internalrecruitment@sita.co.za)

External candidates must apply using this email address: [Masoko.recruitment@sita.co.za](mailto:Masoko.recruitment@sita.co.za)

#### **Closing Date: 23 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; and
- CV's sent to incorrect email address will not be considered.