



## VACANCY

<b>REFERENCE NR</b>	:	<b>EXEC-HCM/2017-06</b>
<b>JOB TITLE</b>	:	<b>Executive: Human Capital Management</b>
<b>JOB LEVEL</b>	:	<b>E5</b>
<b>SALARY</b>	:	<b>R1, 884 042 – R2, 826 064 (Negotiable)</b>
<b>REPORTS TO</b>	:	<b>Chief Executive Officer</b>
<b>DIVISION</b>	:	<b>Human Capital Management</b>
<b>LOCATION</b>	:	<b>Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>FIXED TERM CONTRACT – 5 YEARS (Internal/External)</b>

### Purpose of the job

To lead, manage and monitor the organisational transformation programmes, provision strategic human capital management services in alignment to the corporate strategy and to ensure that SITA attracts, builds and retains talent.

### Key Responsibility Areas

Develop and monitor the implementation of the Human Capital Strategies (aligned to the Corporate Strategy) and guide the provision of integrated Human Capital Management services. Lead and monitor the implementation of integrated human capital management solutions to ensure that SITA has appropriate human capital management interventions. Guide and monitor the implementation and provision of employee wellness services to assist employees with wellness needs. Guide, monitor and manage the implementation of sound employee relations. Guide and monitor the provision of Organisational Development (OD) solutions to ensure that SITA has appropriate organisational structures, competencies, business processes and utilises the best fit change management methodologies and tools. Drive the development and implementation of integrated talent management strategy. Monitor the provision of human capital services and administration to ensure that proper HCM administrative processes and practices are in place and adhered to. Manage resources (i.e. budget/finances, asset/equipment and employees) within the division in order to ensure the efficient operation of the division.

### Qualifications and Experience

**Minimum Qualifications:** Degree in Human Resources or related degree with focus in human capital management or equivalent (NQF Level and Credits);

### Post Graduate Qualification

An Honours or Master's Degree will be an added advantage.

**Experience:** 8+ years of professional human capital management experience ideally with exposure in both private and public Sector. 3+ years working experience at an executive management level.

### Technical Competencies Description

**Knowledge of:** Talent management tools and methodologies; Leadership development; Organisational design and development; Resource planning and optimisation strategies; Job evaluation systems; Employee benefits and rewards systems; Performance management systems inclusive of design and implementation; Recruitment, selection and induction; Performance management; Reward and remuneration; Career and succession planning; Employee wellness and relations; Broad knowledge of legislation related to Human Capital field, e.g. BCEA, LRA, EEA; Human capital theories, principles and best practices. **Skills:** Strategy formulation, implementation and monitoring; Policy development, review and implementation; Budgeting and financial management; Negotiation and influencing; Organisational transformation and change management; Coaching and mentoring; Diversity management and conflict resolution; Interpersonal skills with the ability to collaborate and build mutually beneficial relationships; Facilitation and presentation skills; Collaboration and problem solving; Communication, written ,verbal and reporting; Results orientation; Persuasiveness, assertiveness ,self-motivator and self-starter.

### Other Special Requirements

The job incumbent will be required to engage widely with stakeholders and should have/be:

- A strategic thinker with sound human capital technical skills, analytical ability, good judgment and strong operational focus
- An energetic, forward-thinking and creative individual with high ethical standards and professionalism.
- Experienced in implementing organisational transformational programmes
- Ability to advise, align and coach an executive team
- Ability to build and maintain trust with all levels of staff
- Ability to operate in a highly pressurized and dynamic environment.
- Ability to interact at the Board level.

### How to apply

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

**Closing Date: 29 June 2017**



### Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. 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.
- Applications from Recruitment Agencies will not be considered.