



VACANCY

REFERENCE NR	:	Exec. HCM/04/2021
JOB TITLE	:	Executive Human Capital Management
JOB LEVEL	:	E5
SALARY	:	R 1 884 042 - R 2 826 064
REPORT TO	:	Executive Caretaker
DIVISION	:	Human Capital Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	5 years fixed term contract (Internal & External)

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 ensure that SITA attracts, builds and retains talent. Additionally, provide strategic oversight to facilities management & physical security services management within SITA.

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 and 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 an integrated talent management strategy;
- Provide leadership to ensure effective facilities and security management;
- Ensure effective management of resources (i.e. budget/finances, asset) within the Unit;
- Ensure effective human capital management; and
- Manage compliance management processes within the division.

Qualifications and Experience

Minimum: Degree in Human Resources or related business degree with focus on HCM or equivalent. Relevant Post Graduate degree will be an advantage.

Experience : 8+ professional human capital management experience, ideally with exposure in both private and public sector.

5+ experience at Senior Management level

5+ years working experience at an executive management level

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 judgement and strong operational focus;
- A driven, motivated and forward-thinking, 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; and
- Ability to interact at the Board level.

Technical Competencies Description

Knowledge & Skills: 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, best practices; Strategy formulation, implementation and monitoring; Policy development, review and implementation Budgeting and financial management; Organisational transformation and change management.

Leadership competencies: Collaboration, Communicating and Influencing, Outcomes Driven, Planning and Organising, Managing People and Driving Performance, Responding to Change, and Pressure, Strategic Thinking, Customer Experience, Innovation, Creative Problem solving, Decision making Honesty, integrity & fairness.

How to apply

Kindly send your CV to: Masego.recruitment@sita.co.za

Closing Date: 10 May 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; and
- CV`s sent to incorrect email address will not be considered.