



## VACANCY

<b>REFERENCE NO</b>	:	<b>HOD_TRODD 04/2020</b>
<b>JOB TITLE</b>	:	<b>HOD: Total Rewards, OD &amp; Transformation</b>
<b>JOB LEVEL</b>	:	<b>E2</b>
<b>SALARY</b>	:	<b>Negotiable</b>
<b>REPORTS TO</b>	:	<b>Executive: Human Capital Management</b>
<b>DIVISION</b>	:	<b>Human Capital Management</b>
<b>LOCATION</b>	:	<b>Erasmuskloof, Pretoria</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contract – 5 years</b>

### Purpose of the job

The role will be responsible to lead the organizational design, development, change and transformation processes, to facilitate adoption of the SITA business model and ensure organizational efficiency. In addition, the role will also provide strategic advice and support to managers and employees on a broad range of employee wellness, employment relations processes; develop SITA's Total Rewards Strategy and Philosophy in support of the overall organizational and HR Strategy.

### Key Responsibility Areas

- Lead the development and implementation of the corporate organizational design, development, change management strategies and plans;
- Provide strategic advice and support to managers and employees on a broad range of employee wellness and employment relations processes;
- Lead the organizational design and development processes in alignment of the SITA business model and the digital transformation agenda;
- Lead the development and implementation of an integrated Total Rewards model aligned to the SITA EVP;
- Lead the development and implementation of the Staff Performance Management Strategy over the life of the Strategic Framework toward negotiated performance indicators and project plans;
- Human Capital management; and
- Financial and business management.

## Qualifications and Experience

### Minimum Qualifications:

A Bachelor's degree in Human Resource Management, Social or Behavioral Sciences or related field plus Professional certifications in:

- Remuneration; and
- Change Management.

A post graduate Degree in the relevant field will be an added advantage

### Experience:

- 10 years' experience in leading/managing Organization Effectiveness/Organization Development/Human Capital management. Experience must include:
  - ✓ Leading of organisational change management and transformation processes;
  - ✓ Leading of organisational design processes as an internal change agent and as an external consultant;
  - ✓ Performance management, remuneration and total rewards;
  - ✓ Process consulting and group facilitation;
  - ✓ Business integration and due diligence; and
  - ✓ Leading teams and groups through decision making, problem-solving and planning.

## Technical Competencies Description

**Knowledge of:** HCM related legislation, Organizational development and design frameworks, project management, job design, analysis and evaluation, Policy development and review, strategy development in rewards management.

**Skills:** Exceptional communication skills; Excellent managerial and administrative skills; Strong people management, interpersonal skills and teamwork; Proficiency in Microsoft packages; Financial management skills; Planning and organizing skills; Exceptional listening, analytical and problem-solving skills; High level of influencing, negotiation, facilitation, presentation skills and diplomacy.

## Other Special Requirements

- This role heads a full department within the HCM division, in line with the focus on customer centricity within SITA, the incumbent is expected to display the following behaviors:
  - The ability to quickly bounce back from difficult situations
  - Must be highly attentive to detail.
  - Display the ability persuade their stakeholders in matters that benefit the organization
  - Be highly assertive and delivery driven

## How to apply

**Kindly forward your CV to:** [Lwandiso.recruitment@sita.co.za](mailto:Lwandiso.recruitment@sita.co.za) stating the position applying for and the relevant reference number

**Closing Date: 23 April 2020**

**Disclaimer**

SITA is an Employment Equity employer and these positions 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 the right not to make an appointment;
- Appointment is subject to getting a positive security clearance, the signing of a contract of employment verification of the applicant`s documents (Qualifications) and reference checking;
- Correspondence will be entered into with shortlisted candidates only; and
- CV`s from Recruitment Agencies will not be accepted.