



VACANCY

REFERENCE NR	:	HOD_CS_Apr-2018
JOB TITLE	:	Head of Department: Social and Ethics
JOB LEVEL	:	E1
SALARY	:	R 860 560 – R 1 434 266
REPORT TO	:	Company Secretary
DIVISION	:	Company Secretary
Department	:	Social and Ethics
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Fixed Term Contract (36 months)(Internal/External)

Purpose of the job

To lead and manage the integration of the corporate ethics message into the organizational culture; and provide guidance to staff, senior management, the Board Social and Ethics Committee and the Board of Directors on corporate ethics policy and related matters.

Key Responsibility Areas

Development and implementation of a social and ethics management framework of the Board of Directors, Management and staff within SITA;

Effectively and efficiently manage social and ethics matters within SITA;

Management of conflicts of interest and declarations of interest of the Board, Management and staff within SITA;

Manage the promotion of social and ethics advocacy and the development of social and ethics communication strategy;

Monitoring, evaluation and reporting on the results of corporate social and ethics efforts; and

Management of resources allocated to the unit.

Qualifications and Experience

Minimum: Postgraduate degree in any of the following:

- Governance/Public Management;
- Applied Ethics;
- Comparative and Applied Ethics;
- Social Science in Government, Business and Ethics;
- Ethics, Justice, Science and Rationality;
- Equivalent relevant post graduate qualification.

Social and Ethics Officer Certification Programme (EOCP) through the Ethics Institute (TEI)

Experience: At least 10 years work experience in a corporate environment; including 2 years' experience working in Compliance or Ethics environment.

Technical Competencies Description

Knowledge of: Social and ethics governance, risk and compliance; Thorough understanding of SITA's business model; Holistic understanding of how social and ethics fits with, supports and operates alongside SITA's business goals and objectives; Understanding of King III and IV (Social and Ethics Committee requirement), Companies Act, SITA Act and other applicable legislation, the Integrated Reporting Framework and GRI G4 Sustainability Reporting.

Skills: Computer literacy in MS Office; Conflict resolution; Strong administrative and organizational skills; Attention to detail; Ability to act independently as well as part of a team; Pro-active approach and a lateral thinker; Good verbal communication skills; Good written communication skills; maintaining confidentiality and Ability to apply rules to real-life facts.

Other Special Requirements

- Compliance on social and ethics system development experience.
- Accreditation as a Certified Ethics Officer by the Ethics Institute.
- Any other relevant accreditation.

How to apply

Kindly send your CV to sophia.recruitment@sita.co.za

Closing Date: 04 May 2018

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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.