



## VACANCY

REFERENCE NR	:	VAC02309/21
JOB TITLE	:	Lead Consultant: Human Capital Management Shared Services
JOB LEVEL	:	D3
SALARY	:	R 553 021 – R 921 702
REPORT TO	:	HCM: HOD HR Business Partnering
DIVISION	:	Human Capital Management
DEPT	:	HCM: HOD HR Business Partnering
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To manage Human Capital shared services team ensuring that customer services, administration, payroll service and system optimization are executed in line with Human Capital processes, procedures and policies in order to meet the customer centric and high performing organization objectives.

### Key Responsibility Areas

- Provide inputs into the HCM strategy, formulation of policy and planning to alignment with business operations;
- Manage HR Administration and service management from new hire processing to employee termination processing;
- Manage monthly payroll administration and processing in alignment with Finance payroll accounting standards and cut-off timelines;
- Lead the administration, maintenance and review of the leave management system to comply with the labour legislation;
- Oversee optimization of the human resources information system (ERP) to ensure that HR data and information are accurately captured and maintained; and
- Manage resources (i.e. budget/finances, asset/equipment and staff) within the Unit in order to ensure the efficient operation and that all the resources are utilized optimally.

### Qualifications and Experience

**Required Qualification:** Bachelor's Degree in Human Resources or Customer Service Management or Business Administration.

**Experience:** 8 - 9 years' experience in shared services and HR administration environment and 3 to 4 years of which should have been at management level. Proven specialized experience of developing and implementing HCM shared services, HR administration and payroll processes, procedures and policies in a system optimized environment.

## Technical Competencies Description

**Knowledge of:** In depth and demonstrable knowledge and competence in HR principles, theory and practices Human resources information systems, Payroll administration, Customer service management and principles, Remuneration principles, Staff retention concepts, methodologies and tools, HR policies and procedures Organisational Transformation, Various and relevant legislations: Labour Legislation: Basic Conditions of Employment Act, Labour Relations Atc, Employment Equity Act, Occupational Health & Safety , Skills Development Act, Skills Development Levies Act National Skills Development Strategy Project Management Customer management The incumbent will be required to engage with various stakeholders/role players. Skills: Human Capital Management. Leadership Competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Innovation; Planning and Organising; Creative Problem Solving; Managing People and Driving Performance; Decision-making; Responding to Change and Pressure; and Strategic Thinking. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Empathy; Inclusivity; Resilience; and Stress Management.

## Other Special Requirements

N/A.

## How to apply

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

**Closing Date: 12 April 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
- CV`s sent to incorrect email address will not be considered