



VACANCY

REFERENCE NR	:	VAC01544/22 – 1547/22
JOB TITLE	:	Specialist: Talent Sourcing X4
JOB LEVEL	:	C4
SALARY	:	R 390 414 – R 488 018
REPORT TO	:	Consultant: Talent Sourcing
DIVISION	:	Human Capital Management
Department	:	Talent Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	06 months Fixed term contract (Internal & External)

Purpose of the job

To provide an effective and efficient Recruitment and Selection support to SITA Line, Senior Management and staff, with particular emphasis on meeting the recruitment and selection requirements as per organisational goal and adherence to the relevant legislations, policies and practices.

Key Responsibility Areas

- Conduct recruitment according to the SITA strategy and process to meet the organisational objectives;
- Liaise with other Specialists to identify in the dynamic market potential candidates as per search and incorporate same on the recruitment list;
- Conduct interviews and selection as per the business unit requirements;
- Co-ordinate Recruitment and Placement initiatives by interacting with the candidates and hiring manager to ensure vacant positions are filled adequately;
- Administer recruitment process by developing an efficient filing system for record purposes; and
- Adherence to the Recruitment and Selection budget to achieve the recruitment activities as per the organisation requirement.

Qualifications and Experience

Minimum: 3 year Diploma/ Degree in Human Resources / Business Management/Equivalent or NQF Level 6.

Experience : 3 - 4 years experience as HR Generalist. 3 years in a recruitment and selection environment.

Technical Competencies Description

Knowledge of: The relevant legislation e.g. EE, LRA, SDA. Recruitment and selection techniques. Understand and knows all HR principles and practices. Recruitment policy and procedures.

How to apply

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

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.
- CV`s sent to incorrect email address will not be considered