



## VACANCY - 1955

REFERENCE NR	:	VAC00912
JOB TITLE	:	Consultant: OD & Change Management
JOB LEVEL	:	D2
SALARY	:	R 651 627 - R 977 440
REPORT TO	:	Senior Manager: OD & Change Management
DIVISION	:	Human Capital Management
DEPARTMENT	:	HCM: COE – OD & Change Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal Only)

### Purpose of the job

To provide organisational development solutions so that SITA has best fit, cost efficient, customer oriented and agile organisation architecture supported by the right competencies, improved leadership capability, employee satisfaction and productivity as well as to implement, manage and support organisational change programmes to achieve overall organisation health in the digital era.

### Key Responsibility Area

- Implement, review and monitor the Organisational Development strategy and framework in order to ensure that SITA develop and implement suitable and good practice organisational development and change management interventions, programmes and processes.
- Provide technical advice in the development and implementation of organisational design to ensure that the organisation has structured and functional environment.
- Conduct work study techniques in the organisation in order to analyse the work methods and the equipment used in performing a job, the design of an optimum work method and the standardisation of proposed work methods hence aiming at increasing work efficiency.
- Design, measure and monitor the implementation of job profiling and evaluation process in order to determine the appropriate job level of positions within the organisation.
- Role Mapping Compilation and Technical Change Management.
- Achieve results through people management.

### Qualifications and Experience

**Minimum:** 3-years National Diploma / Degree in Human Resources/ Industrial Psychology with majors/ specialisation in Organisation Development and Change Management or any other related qualification.

**Experience:** 6 - 7 years working experience in Organization Development/ Human Resources Management in a Corporate/ Public Sector Organisation. Including, experience as a specialist/ practitioner in organization development and change management in an information technology related environment.

### Technical Competencies Description

Organisational development and behaviour methodologies and tools. Business process re-engineering methodologies and tools. Organisation structure design and/or re-design using best practices. Job profiling methodologies and tools. Competence assessments tools and processes. OD diagnostics through behavioral science to enhance employee

satisfaction and productivity. HR policies and procedures. Organisational transformation. Project management  
Understanding of Labour Legislation: Basic conditions of Employment Act, Labour Relations Act, Employment Equity Act, Occupational Health & Safety, Skills Development Act, Skills Development Act. National Skills Development Strategy. The incumbent is expected to implement Organisational Development policies, methodologies and tools.

#### **Other Special Requirements**

N/A

#### **How to apply**

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://www.eservices.gov.za)** and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access [www.eservices.gov.za](http://www.eservices.gov.za), then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) **OR call 080 1414 882**

**CV`s sent to the above email addresses will not be considered**

**Closing Date: 16 October 2024**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.