



VACANCY - 1247

REFERENCE NR	:	VAC00283/23
JOB TITLE	:	Consultant: HCM Analytics & Systems
JOB LEVEL	:	D2
SALARY	:	R 620 597 – R 930 895
REPORT TO	:	Lead Consultant: HCM Shared Services
DIVISION	:	Human Capital Management
DEPT	:	HCM Shared Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To coordinate, support and maintain the Human Resources Information System applications and HCM ERP modules in consultation with IT team to ensure that HCM has fit for purpose systems and employees are provided with the appropriate level of systems support in line with the agreed service level agreements and in line with the goals of the company. The role also provides monthly and adhoc analysed data, insights and reports to line management.

Key Responsibility Areas

- Gather and process qualitative and quantitative data around jobs, compensation and employment trends and ensure maximum efficiency for our HR functions, from hiring and payroll to employee training and development
- Oversees and maintains optimal function of the Human Resources Information System, which may include installation, customization, development, maintenance, and upgrade to applications, systems, and modules.
- Provides technical support, troubleshooting, and guidance to Human Resources Information System users.
- Maintain the Human Resources Information System/ HCM ERP
- Executes and monitors automated interface with other automated system
- Performs System Administration to ensure improvement of business process.
- Keep the Human Resources Information System database up to date with changes in employee information or organization rules.

Qualifications and Experience

Minimum: 3-year National Diploma or Degree in Information Technology, Human Resources Systems or Business Administration or HR Data Analytics.

Experience: 6 - 7 years practical specialized experience using Human Resources Management Systems/ ERP 3 years' experience in related areas such as HR administration and compensation, recruitment, selection, training and employee benefits and HCM data analytics.

Technical Competencies Description

Knowledge & Skills: HR policies and processes Strong solutions focus and be comfortable working in an environment which demands strong deliverables along with the ability to identify problems and drive appropriate

solutions Knowledge of HRIS systems. Functional business process knowledge related to HCM services Excellent customer relation skills and empathy Ability to build rapport with the customer Ability to work well in a team Excellent written and verbal communication skills, including fluency in English Strong organisational skills Expert level written and verbal communication skills. Outstanding organisational and time management skills Discretion and Confidentiality Knowledge of principles and practices of organisation, records management and general administration Problem solving and decision-making Computer Literacy Ability to follow written and oral instructions Presentation and training skills Ability to work on multiple assignments simultaneously Excellent customer service skills Data Analytics.

Interpersonal/behavioural competencies: Active listening, Attention to Detail; analytical thinking; Continuous Learning; Disciplined; Resilience; and Stress Management.

How to apply

To apply please log onto the e-Government Portal: 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, 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 OR call 080 1414 882

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

Closing Date: 11 December 2023

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.