



VACANCY

REFERENCE NR	:	VAC00162
JOB TITLE	:	Consultant: Remuneration and Benefits
JOB LEVEL	:	D2
SALARY	:	R 620 597 - R 930 895
REPORT TO	:	Lead Consultant: Total Rewards
DIVISION	:	Human Capital Management
DEPT	:	Centre of Excellence: Total Rewards
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Responsible for the daily efficient, effective and accurate execution of Total Rewards tasks using expert knowledge of best remuneration and benefits practices while relevant legislative requirements are met and relevant policies and procedures are adhered to. Scrutinise current practices and implement approved changes to lift the value of the SITA Total Rewards function which promotes a fair and consistent reward experience across the organisation.

Key Responsibility Areas

- Review Remuneration related policy guidelines and Processes.
- Conduct Market Benchmark.
- Implement Remuneration and Employee Benefit Administration.
- Ensure alignment of incentive/reward elements with culture, strategy, and operational imperatives.
- Provide assistance as and when required in respect of Remuneration Projects.

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in Human Resources Management/Social Sciences/B. Com Finance/Business Administration - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6

Experience: 6-7 years working experience in Remuneration and benefits Services in a corporate/public sector organisation.

Technical Competencies Description

Knowledge of: HR principles and practices. Knowledge of the relevant legislation e.g. EE, LRA, SDA. Organisational knowledge Business process improvement experience. Problem solving. Analytical skills. Customer Service focus Laws and regulations governing employee benefits Human Capital Management Remuneration Management Benefit Management Performance Management Applicable legislation HR Technologies and HR Information Systems

Other Special Requirements

N/A

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 egovsupport@sita.co.za or call 080 1414 882

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

Closing Date: 11 August 2023

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.