



VACANCY - 2077

REFERENCE NR	:	VAC00678/25
JOB TITLE	:	Consultant: Transformation
JOB LEVEL	:	D3
SALARY	:	R 760 490 – R 1 140 736
REPORT TO	:	Snr Manager: Wellness and Employee Relations
DIVISION	:	Human Capital Management
DEPT	:	HCM: ER & Wellness
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide Strategic direction and leadership to SITA Transformation Strategy and to respond to internal and external challenges and ensure statutory and legislative adherence to Employment Equity, Women Advancement, Disability, Skills Development, Diversity and Inclusion. The incumbent will be responsible in monitoring the implementation of various initiatives in areas of, Employment Equity (EE), as well as the Skills Development. The role will assess and analyse company information, assess risks, evaluate opportunities, develop, engage and guide on strategies, actions and implementation approach that support achievement of overall strategic EE goals.

Key Responsibility Areas

- Develop and implement the SITA Transformation Strategy and Plan in collaboration with key stakeholders in line with the applicable Legislation
- Monitoring the implementation of all transformation initiatives and ensure alignment to legislation
- Management of key stakeholders (internal and external) in driving employment equity
- Provide first basic line advice and support on Skills Development and Employment Equity matters
- To lead resources allocated to the Unit
- Monitor the implementation of Talent as well as Diversity and Inclusion structures (meetings and forums) for information sharing, consultation and assessments.

Qualifications and Experience

Minimum: Bachelor's degree in Humanities/Social Science, or a related field, as well as a minimum of 7 to 8 years of experience in a similar role. Two (2) of which must be in a specialist role (related experience in dealing with transformation matters and processes).

Experience: Minimum of 7- 8 years' experience required in implementing and managing transformation. Demonstrated knowledge and experience of managing EE and SD processes. In depth knowledge and understanding of the relevant legislation and requirements.

Technical Competencies Description

Knowledge of: Ability to use Microsoft Office Suite applications; Presentation tools and programs. Knowledge of the SITA environment and culture. Knowledge and understanding of the Diversity and Inclusion initiatives,

particularly those focusing on the LGBTQIA+ rights. Knowledge and understanding of Workforce Planning methodologies and People Development strategies. Ability to negotiate and resolve conflict. Ability to manage transformation initiatives. Business Acumen and Group Facilitation skills. Various legislation – EEA, SDA, BBBEE Codes of Good Practice, etc. Legislation and regulation within the DCDT sector. Corporate governance codes and practice. Personal Attributes: Agility, Customer Centricity, Collaboration, Innovation, Empathy and Integrity.

Leadership competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Planning and Organising; Creative Problem Solving; Decision-making; Responding to Change and Pressure; and Strategic Thinking.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Empathy; Inclusivity; 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: 15 January 2025

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the 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.