



VACANCY - 1520

REFERENCE NR	:	VAC00012/24, 0046/24 & 0028/24
JOB TITLE	:	Human Capital Administrator X3
JOB LEVEL	:	C1
SALARY	:	R 245 607 – R 368 411
REPORT TO	:	Supervisor: Human Capital Administration
DIVISION	:	Human Capital Management
DEPT	:	HCM Shared Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To provide comprehensive Payroll and Human Capital Administrative support to all employees and to ensure functions are carried out at optimum standard in accordance with company policies, procedures and work practices as well as meet all statutory compliance dictated by the South African legislative framework.

Key Responsibility Areas

- Monitor and ensure compliance to all relevant legislation, policies, procedures and processes.
- Capture accurate payroll and employee information to ensure correct payment to SITA employees
- Provide an advisory service to all relevant stakeholders regarding Human Capital services and administrative related issues
- Maintain a reliable filing system through the accurate and timeous filing of documents
- Provide and co-ordinate Human Capital administrative support.
- Providing Human Capital Administration reporting document as and when required to ensure relevant business decisions
- Provide support to all internal and external Audit requirement related Human Capital Management.

Qualifications and Experience

Required Qualification: 1-2-year National Certificate in Human Resources Management or relevant discipline / NQF level 5 or accredited specialised courses.

Experience: 1-2 years working experience in Human Resources Administration and Payroll.

Technical Competencies Description

Knowledge of: Payroll administration methodologies and principles. Knowledge of Medical Aids and Pension Funds processing Human Resources Management Principles Knowledge of filing systems. HR Processes, Policies and procedures Organisational awareness HR systems (Preferably Oracle) Performance Management Training and Development Labour Relations Employee Wellness Knowledge of relevant HR legislation (EE, LRA) Business knowledge.

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

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 contact egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 12 April 2024

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.