



## VACANCY

REFERENCE NR	:	VAC00360/25
JOB TITLE	:	Human Capital Management Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Human Capital Business Partner
DIVISION	:	Human Capital Management
DEPT	:	HCM: Business Partnering
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

### Purpose of the job

To Implement and provide an effective and efficient Human Capital Management support to SITA Head office management and staff, with particular emphasis on HCM initiatives.

### Key Responsibility Areas

- Implement and manage recruitment process and procedures
- Coordinate skills development/ training and development programmes (WSP)
- Coordinate implementation of Performance Management within the divisions to ensure compliance with the policy
- Implement HR Administration process
- Support and implement HCM initiatives and promote cooperative programs that enhance SITA brand
- Support & implement Employee Wellness initiatives and sound labour relations to enhance conducive working conditions.

### Qualifications and Experience

**Required Qualification:** B degree/ or 3-year National Diploma in Human Resources Management/ Industrial Psychology or equivalent NQF 6 qualification.

**Experience:** 3 – 4 Years' experience within HCM with in one of the following:

- Experience in Recruitment. Experience in HCM service management.
- Experience in OD & Change Management. Experience in Training & Development.
- Experience in HCM administration management.
- Experience in Compensation and Benefits management.
- Experience in Performance Management.
- Experience in Employee Relations/Labour Relations management.

### Technical Competencies Description

Knowledge and Understanding of HR policies, principles and practices. Recruitment policy and procedures. Recruitment and selection methodologies and techniques. Change management principles. Organisational Design & Development knowledge. HR Administration. Labour Relations. Knowledge of the skills development/ training &

development. Knowledge of employment equity. Performance Management. OHS/ Wellness Services.

Technical Competencies: Collaboration, Communicating and Influencing, Outcomes driven, Planning and Organising.

Interpersonal/behavioural competencies: Attention to Detail, Disciplined, Empathy, Inclusivity, and Resilience.

#### **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: 17 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 (Females) and SITA Internal Applicants.

- 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.