



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC01223</b>
<b>JOB TITLE</b>	:	<b>Human Capital Business Partner</b>
<b>JOB LEVEL</b>	:	<b>D2</b>
<b>SALARY</b>	:	<b>R 620 597 – R 930 895</b>
<b>REPORT TO</b>	:	<b>Senior HC Business Partner</b>
<b>DIVISION</b>	:	<b>National Consulting</b>
<b>DEPT</b>	:	<b>Coastal Region</b>
<b>LOCATION</b>	:	<b>Coastal Regions (Eastern Cape, Western Cape and Northern Cape)</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To provide the strategic interface between HR and designated division to embed a strategic approach to human capital management that results in more effective customer facing delivery.

### Key Responsibility Areas

- Ensure implementation, measurement and monitoring of Human Capital strategy in order to translate the corporate objectives into measurable action.
- Provide strategic interface to divisional management/stakeholders through the provision of high quality guidance and support in developing and progressing people management solutions to achieve business objectives
- Use Human Capital planning to identify people management requirements performance issues and establish credibility as an expert in strategic HR within an operational service
- Exert a dynamic influence over stakeholders to establish credibility as an expert in strategic HR within an operational service
- Coach, support, mentor and challenge management in the application of HR policies and practices, provide advice and guidance on complex HR issues in order to minimize risk and financial exposure
- Work in partnership with other cross functional HR units to ensure integration in programs/projects/ policy development and the enhancement of information provision and services to customers
- Ensure that all relevant legislative requirements, including those related to diversity, sexual orientation, disability and age are embedded in the redress of the previous imbalances and in equities
- Manage and empower staff.

### Qualifications and Experience

**Minimum:** 3-year National Diploma /Degree in Human Resources or Social Sciences.

**Experience:** 6 - 7 years working experience as a Human Capital Management Generalist in a corporate/public sector organisation. Advanced knowledge of human capital policies and processes and how these can enable business performance.

## Technical Competencies Description

**Knowledge & Skills:** Strong practical knowledge of all areas of HCM: change management, organisational development, employee relations, transformation and BBBEE, talent and performance management, learning and development, rewards and benefits, payroll, talent acquisition, workforce planning, HC analysis, employee retention and engagement. Excellent

practical knowledge Human Capital Management policies, theories and principles. Ability to maintain supreme levels of ethical behaviour and confidentiality. A good knowledge of reward systems, payroll systems and workflow. Ability to work independently and within teams. Ability to initiate/manage cross functional teams and multi-disciplinary projects Ability to identify opportunities for improvement. Ability to impart and share knowledge and skills. Ability to work in a fast-paced environment and under pressure. Working knowledge of relevant local labour legislation. Practical knowledge of remuneration. Human Capital Management.

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

## Other Special Requirements

N/A.

## How to apply

1. To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://www.eservices.gov.za) and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact the following people: [Prudence.masola@sita.co.za](mailto:Prudence.masola@sita.co.za), [Masoko.Rallele@sita.co.za](mailto:Masoko.Rallele@sita.co.za) and [Zanele.sompini@sita.co.za](mailto:Zanele.sompini@sita.co.za)

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

**Closing Date: 29 November 2021**

## 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.
- CV`s sent to incorrect email address will not be considered

