



VACANCY

REFERENCE NR	:	VAC00739/23
JOB TITLE	:	Lead Consultant: Total Rewards (Remuneration & Benefits)
JOB LEVEL	:	D4
SALARY	:	Market-related
REPORT TO	:	HOD: HCM COE
DIVISION	:	Human Capital Management
DEPT	:	HCM: Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To drive and implement key Total Rewards exercises including annual salary review, salary benchmarking and benefits surveys, competitive salary rates and the design of incentive packages to ensure appropriate recommendations and alignment of Remuneration and Reward policies for SITA.

Key Responsibility Areas

- Ensure implementation of Remuneration Services and alignment with corporate strategic objectives
- Implement and monitor Remuneration Surveys and structuring to ensure change leading to best practice operations
- Oversee and manage Remuneration processing to ensure timeous delivery
- Design, evaluate and modify Total Rewards policies to ensure that programs are current, competitive and in compliance with legal requirements
- Manage resources effectively and lead own team.

Qualifications and Experience

Required Qualification: minimum 3-year National Diploma OR Degree in Human Resources or relevant discipline
- at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.

Experience: 8 - 9 years working experience in Remuneration and Benefits Services in a corporate/public sector organisation, including Experience as a Manager/Specialist in a corporate/public sector organisation.

Technical Competencies Description

Knowledge of: Understand and knows all 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. HR Technologies and Human Resource Information Systems (HRIS).

Technical Competencies: Human Capital Management.

Leadership Competencies: Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Innovation, Planning and Organising, Creative Problem Solving, Responding to Change and Pressure, and Strategic Thinking.

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

Other Special Requirements

N/A.

How to apply

1. To apply please log onto the e-Government Portal: 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 eRecruitmentSupport@sita.co.za

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

Closing Date: 14 April 2022

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