



VACANCY

REFERENCE NR	:	VAC00958/24
JOB TITLE	:	Lead Consultant: Total Rewards
JOB LEVEL	:	D4
SALARY	:	R 845 277 – R 1 267 915
REPORT TO	:	HOD: HCM COE
DIVISION	:	Human Capital Management
DEPARTMENT	:	HCM COE
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To drive and implement key Remuneration Service deliverables including labour cost budgeting, annual salary review process, benefits and salary benchmarking, recognition and reward, remuneration and benefits administration in line with relevant SITA policies.

Key Responsibility Area

- Manage annual labour cost budgeting process and implementation
- Manage annual salary benchmarking and annual salary increase processes in line with company policies
- Ensure reward and recognition process is implemented in line with company policies
- Ensure that remuneration and all benefits administration is managed and complies with company policies
- Manage team performance to ensure highly engaged employees and high-performance outcomes

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in Social Science or relevant discipline - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.

Experience: 8 to 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 and Behavioural Competencies Description

Knowledge of: Understanding and knowledge of all HR principles, policies and procedures. Knowledge of the relevant legislation e.g. EE, LRA, BCEA, SDA. Remuneration frameworks, philosophies and best practices.

Skills: Budgeting, Problem solving. Analytical, Numeracy, Advanced MS Excel, Decision-making, Benchmarking, people management and Presentation skills,

Behaviours/Values: Customer centric, Innovative, Collaborative, Integrity, Empathy, Agility

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: 23 August 2023

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.