



VACANCY - 3106

REFERENCE NR	:	VAC00500/27 & VAC00077/27
JOB TITLE	:	Organisational Development & Change Management Officer X2
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
REPORT TO	:	Consultant: Organisational Change Management
DIVISION	:	Human Capital Management
DEPT	:	HCM: COE – OD & Change Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To perform designated support functions within the Organisation Design unit in order to ensure that SITA has best fit, cost efficient, customer oriented and appropriate organisational structures, competencies, change management to increase the efficiency of the business.

Key Responsibility Areas

- Assist in monitoring the implementation of job profiling and job evaluation process within the organisation
- Manage all organizational development repositories and or systems.
- Review, update and maintain organizational structure.
- Provide assistance in role mapping compilation and technical change management
- Provide administrative and other support to the OD team.
- Change Management Planning

Qualifications and Experience

Minimum: 3-year Diploma / Degree in Human Resource Management, Organisational Development, Work Study, Office Administration or a related field. / NQF level 6.

Experience: 3 - 5 years' experience in Organization Development/ Human Resources Management in a Corporate/ Public Sector Organisation.

Technical Competencies Description

Knowledge of: Organisation structure design and/or re-design using best practices. Job profiling methodologies and tools. OD diagnostics through behavioral science to enhance employee satisfaction and productivity. HR policies and procedures. Organisational transformation. Understanding of Labour Legislation: Basic conditions of Employment Act, Labour Relations Act, Employment Equity Act, Occupational Health & Safety, Skills Development Act, Skills Development Act. National Skills Development Strategy. The incumbent is expected to implement Organisational Development policies, methodologies and tools.

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: 17 September 2026

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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 accepted