



## VACANCY RE ADVERTISEMENT

REFERENCE NR	:	VAC01274/22
JOB TITLE	:	Performance Management Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Consultant Performance Management
DIVISION	:	Human Capital Management
DEPT	:	OD & Change
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To implement effective and efficient individual performance management processes throughout SITA in accordance with the approved ICPM Policy and that drives alignment of the divisional contributions to the achievement of the corporate APP. The role will include management of all phases in the process and also PM training, PM system support and development and implementation of robust change management initiatives to ensure that all managers and employees adopt an agile, high-performance mind-set towards the overall performance achievement for themselves and the SITA.

### Key Responsibility Areas

- Ensure that the Corporate APP objectives and targets are captured for each Executives performance agreement and cascaded to all the relevant levels below them to ensure effective and efficient divisional contributions to corporate performance achievement as well as overall compliance with the ICPM policy and processes
- Identify Change Control procedures with regards to the performance agreements and reports
- Coordinate the Performance Management office administration
- Perform validation and management of evidence for all Executives and their reporting HODs to ensure efficacy in the results
- Management of responsibilities on the ERP PM system and provide end user support
- Implement governance
- Provide Performance management support to Business Partners
- Audit the alignment of the division's performance agreements.

### Qualifications and Experience

**Required Qualification:** minimum 3-year Diploma with majors in Performance Management, Business Analysis, and/or Project Management or any equivalent qualification.

**Experience:** 3 or more years' experience in Performance Management 2 years as a performance management Specialist in a corporate/public sector organisation.

## Technical Competencies Description

**Knowledge & Skills:** The incumbent will be results driven and will be required to consult and interact with relevant Executives, Line Management, staff and union representatives (if applicable) will be required to work systematically in this function to achieve successful outcomes. Change Agent. Understand and knows all Performance Management principles and practices. Knowledge of the relevant legislation e.g. EE, LRA, SDA. Organisational knowledge Performance Management Understanding of Corporate Strategy Basic Project Management methodology. Record Keeping. Solid understanding of Performance measurement. Solid understanding of using ERP or other performance management system/tool. Skills: Business Writing, Customer Relationship Management, General Administration.

**Interpersonal/behavioural competencies:** Active listening, Attention to Detail, Analytical thinking, Disciplined, Resilience.

## 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 [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

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

**Closing Date: 03 June 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