



#### VACANCY - 1097

REFERENCE NR	:	VAC001080/24
JOB TITLE	:	Senior Manager: Talent Management
JOB LEVEL	:	D5
SALARY	:	R 986 492 – R 1 479 739
REPORT TO	:	HOD: HCM COE
DIVISION	:	Human Capital Management (HCM)
DEPT	:	HCM: Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

#### Purpose of the job

To manage and provide professional learning & development, career management and succession planning, develop and manage the individual performance management process and leadership and development to ensure a high performance-driven company.

#### Key Responsibility Areas

- Provide inputs into the Human Capital strategy, formulation of policy, planning and management in order to ensure that SITAs strategic objectives are aligned to the operations
- Manage implementation of learning and development interventions and programmes to ensure that scheduled interventions are on the approved Workplace Skills Plan (WSP)
- Develop, implement and review the Retention Strategy to motivate and retain performing employees
- Lead the development of the performance management discipline and principles to ensure a high performance-driven culture
- Conceptualize, develop and implement career and succession management interventions
- Ensure effective management of resources (i.e. budget/finances, asset) within the Unit
- Ensure effective Human Capital Management (Leadership).

#### Qualifications and Experience

**Required Qualification:** 3-year National Diploma / Degree in Human Resources Management or related field. - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.

**Experience:** 8 - 10 years working experience in Human Resources Management with specialisation in Recruitment, Learning Development and Career Management and Succession Planning in a Corporate/Public Sector Organisation, with at least 5 years' experience as a Manager in Human Resources Management (Recruitment, Learning Development and Career Management and Succession Planning) in a Corporate/Public Sector Organisation.

#### Technical Competencies Description

**Knowledge of:** In depth and demonstrable knowledge and competence in HR principles, theory and practices Recruitment concepts, processes, policies, procedures and methodologies. Performance Management concepts,

systems, tools, methodologies and processes. Learning and development strategies and methodologies HR policies and procedures. Organisational transformation Various and relevant legislations: Labour Legislation: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Occupational Health & Safety, Skills Development Act, Skills Development Levies Act National Skills Development Strategy Project Management.

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

**Interpersonal/behavioural competencies:** Customer Centric; Empathy; Innovative; Collaborative; Integrity; Agility; Analytical thinking; and Continuous Learning

#### Other Special Requirements

N/A

#### How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 12 September 2023**

#### 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. 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 accepted

