



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC01235</b>
<b>JOB TITLE</b>	:	<b>Specialist: Organisational Change Management</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 455 638 – R 683 457</b>
<b>REPORT TO</b>	:	<b>Consultant: Organisational Change Management</b>
<b>DIVISION</b>	:	<b>ADM: Exec Apps Development &amp; Maintenance</b>
<b>DEPT</b>	:	<b>ADM IFASS</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>3 years Fixed term contract (Internal &amp; External)</b>

### Purpose of the job

To facilitate/support the implementation of the IT change management strategies and plans (People, Process, Technology) to enable change adoption to deliver sustainable business results.

### Key Responsibility Areas

- Conduct Stakeholder Management initiatives to maintain strategic relationship with leadership; project teams and customers;
- Develop and implement project communication using appropriate communication channels and material to ensure effective communication results;
- Formulate and facilitate change-enablement structures;
- Conduct Organisational Alignment assessments; and
- Conduct Leadership Alignment sessions to ensure buy-in for the project.

### Qualifications and Experience

**Minimum:** National Diploma/Degree in Organisational Development or Human Resource Management or related discipline e.g. (Public Management). Change Management (Prosci) Certification with recognised bodies or Industry.

**Experience:** 3 - 5 years' experience as a specialist within Organisational Design and Development in a Corporate/Public Sector Organisation and must include direct involvement in the execution of at least three large-scale ERP Change Management initiatives. Advanced Computer/system skills; Report writing; Change Management Principles, Methodologies and Tools; People Management; and Project Management.

### Technical Competencies Description

**Knowledge of:** change management principles, methodologies/best practices and tools Basic project management skills and understanding Good communication skills, both written and verbal Stress and conflict management Analytical/Situation Analysis Problem Solving Relationship building and maintenance (Internal and External) Report and professional document writing Presentation Skills Coaching.

**Technical competencies:** Implementation Management; and IT Project Management. Behavioural competency: Active listening Attention to Detail Analytical thinking Continuous Learning Disciplined Empathy; Inclusivity; Resilience; and Stress Management.

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

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

**Closing Date: 07 December 2022**

### 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