



VACANCY - 1246

REFERENCE NR	:	VAC00013/24
JOB TITLE	:	Supervisor: Human Capital Administration
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Lead Consultant: HCM Shared Services
DIVISION	:	Human Capital Management
DEPT	:	HCM Shared Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal only)

Purpose of the job

To manage the employee life cycle records on the HCM System from inception to termination to ensure integrity and accuracy in the remuneration of employees in compliance with legislative requirements.

Key Responsibility Areas

- Ensures accurate and timely implementation of HCM Payroll in line with legislative requirements
- Oversee the processing and management of employee data to facilitate accurate employee payments compliant with policies.
- Respond and Provide information on Audit request. Monitor and report on HR System Performance
- Provision of support services to own staff, lines of business and employees
- Supervise and manage daily operations of reporting employees.

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in Human Resources Management or Administration.

Experience: 3 - 5 years' experience in general HCM administration as well as payroll administration.

Technical Competencies Description

Knowledge & Skills: Labour related Legislation and Regulations (UIF, Workman Compensation). Pension Administration. Medical Aid Administration. Payroll administration. Basic Taxation Laws. Organisation Awareness. BCEA; LRA; HCM Payroll system Employee Ben.

Interpersonal/behavioural competencies: Active listening, Attention to Detail; analytical thinking; Continuous Learning; Disciplined; Resilience; and Stress Management.

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: 11 December 2023

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.