



VACANCY

REFERENCE NR	:	VAC01308/24
JOB TITLE	:	Total Rewards Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Consultant: Remuneration and Benefits
DIVISION	:	Human Capital Management
DEPT	:	HCM: Centre of Excellence: Total Rewards
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Responsible for the daily efficient, effective and accurate execution of Remuneration and Benefit tasks using expert knowledge of best remuneration and benefits practices while relevant legislative requirements are met, and relevant policies and procedures are adhered to.

Key Responsibility Areas

- Implement Remuneration related policy guidelines and Processes.
- Conduct Market Benchmarks.
- Implement Remuneration and Employee Benefit Administration
- Implement Rewards and Recognition
- Coordinate annual reviews of employee benefits to ensure alignment to changes on benefit for all SITA employees
- Monitor the contracts and SLA's with benefits service providers to ensure compliance on negotiated terms
- Ad hoc projects and Record keeping

Qualifications and Experience

Required Qualification: 3-year National Diploma / Degree in a relevant discipline - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.

Experience: 3-5 years working experience in Remuneration and benefits including experience as a specialist in a corporate/ public sector organisation.

Technical Competencies Description

Knowledge of: Attention to Detail • Analytical thinking • Disciplined • Responsive • Resilience • Stress Management • Continuous Learning • Customer centric • Human Capital Management • Remuneration Management • Benefit Management • Performance Management • Applicable legislation • HR Technologies and HR Information Systems • Honesty, Integrity and Fairness • Creative problem solving • Planning and Organising • Collaboration • Communicating and Influencing • Responding to change and pressure • Innovation • Strategic Thinking • Change Agent.

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. Log in 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: 03 June 2024

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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.