



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260324/2854
BPS Vacancy Number:	VAC00345/27
Job Title:	Human Capital Management Officer
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: HOD HC Business Partnering
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To Implement and provide an effective and efficient Human Capital Management support to SITA Head office management and staff, with particular emphasis on HCM initiatives.

Responsibilities:

- Implement and manage recruitment process and procedures.
- Coordinate skills development/ training and development programmes (WSP).
- Coordinate implementation of Performance Management within the divisions to ensure compliance with the policy
- Implement HR Administration process.
- Support and implement HCM initiatives and promote cooperative programs that enhance SITA brand.
- Support & implement Employee Wellness initiatives and sound labour relations to enhance conducive working conditions.

Qualifications and Experience:

Required Qualification: B degree/ or 3 Year National Diploma in Human Resources Management/ Industrial Psychology or equivalent NQF 6 qualification.

Experience: 3 – 4 Years' experience within HCM with in one of the following:

- Experience in Recruitment. Experience in HCM service management.
- Experience in OD & Change Management. Experience in Training & Development.
- Experience in HCM administration management.
- Experience in Compensation and Benefits management.
- Experience in Performance Management.
- Experience in Employee Relations/Labour Relations management.

Knowledge:

Knowledge and understanding of HR policies, principles and practices. Recruitment policy and procedures. Recruitment and selection methodologies and techniques. Change management principles. Organisational Design & Development knowledge. HR Administration. Labour Relations. Knowledge of the skills development/ training & development. Knowledge of employment equity. Performance Management. OHS/ Wellness Services.

Technical Competencies

Collaboration, Communicating and Influencing, Outcomes driven, Planning and Organising. Interpersonal/behavioural competencies: Attention to Detail, Disciplined, Empathy, Inclusivity, and Resilience

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Empathy

The ability to understand and share the feelings of another.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <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 <http://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 support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 02 Apr 2026

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

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 6 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
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV s from Recruitment Agencies will not be considered
- 9 CV s sent to incorrect email address will not be considered

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****