



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260908/3106
BPS Vacancy Number:	VAC00500/27 & VAC00077/27
Job Title:	OD & Change 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: Centre of Excellence
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	2

Purpose of Job:

To perform designated support functions within the Organisation Design unit in order to ensure that SITA has best fit, cost efficient, customer oriented and appropriate organisational structures, competencies, change management to increase the efficiency of the business

Responsibilities:

- Assist in monitoring the implementation of job profiling and job evaluation process within the organisation
- Manage all organizational development repositories and or systems.
- Review, update and maintain organizational structure.
- Provide assistance in role mapping compilation and technical change management
- Provide administrative and other support to the OD team.
- Change Management Planning

Qualifications and Experience:

Minimum 3 Year Diploma Degree in Human Resource Management, Organisational Development, Work Study, Office Administration or a related field NQF level 6 Experience 3 5 years experience in Organization Development Human Resources Management in a Corporate Public Sector Organisation

Knowledge:

Minimum: 3-year Diploma / Degree in Human Resource Management, Organisational Development, Work Study, Office Administration or a related field. / NQF level 6.
Experience: 3 - 5 years' experience in Organization Development/ Human Resources Management in a Corporate/ Public Sector Organisation.

Technical Competencies

Human Capital Management

The set of practices related to people resource management. These practices are focused on the organizational need to provide specific competencies and are implemented in three categories: workforce acquisition, workforce management and workforce optimization.

Interpersonal and Behavioural Competencies

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 : 17 Sep 2026

Disclaimer

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