POSITION NUMBERS : 60067925
JOB TITLE AND LEVEL : SAP HR/HCM SPECIALIST (D2)
REPORTS TO : MANAGER: IT INFRASTRUCTURE
LOCATION : HEAD OFFICE - PRETORIA
POSITION STATUS : FIXED-TERM CONTRACT (8-MONTHS)

Purpose of the Job

As SAP HR/HCM specialist, your role will involve implementing, supporting, and managing SAP Human Capital Management (HCM) modules. You will be required to perform core HR functions like Personnel Administration (PA), Organisational Management (OM), Time Management and Payroll.

Job Responsibilities

- Configure and maintain SAP HCM modules: PA (Personnel Administration), OM (Organisational Management), TM (Time Management), PY (Payroll), ESS/MSS (Employee/Manager Self-Service), and others as required.
- Deal with the technical aspects of SAP HCM, such as system integration and custom development
- Provide day-to-day support to HR users and resolve system-related queries or incidents.
- Payroll administration.
- Work with ABAP developers on enhancements, reports, or interfaces (where applicable)
- Assist in SAP upgrades, enhancement pack implementations, and patch testing.
- Assist with cutover planning and execution

Qualifications, Knowledge, and Experience

Qualification:

- Bachelor's degree in IT, Human Resource or related field.
- SAP HCM certification

Experience:

- +5 years' experience in SAP HR/HCM function module
- Talent skills such and PM, LSO, Compensation and Recruiting would be a plus

Knowledge and understanding of:

- SAP ECC 6.0 & SAP HR/HCM
- SAP HCM ECC Personnel Administration
- SAP HCM ECC Organisational Management
- SAP HCM ECC Time Management
- SAP HCM ECC Payroll Administration
- SAP HCM ECC Compensation Management
- SAP HCM ECC Benefits Administration
- SAP HCM ECC Employee Self-Service
- SAP HCM ECC Manager Self-Service
- General understanding of Information Technology Infrastructure Library (ITIL) service delivery methodology
- Working knowledge of SAP and the integration points with other SAP modules and third-party systems.

Skills and attributes

- Interpersonal, Analytical, Communication, Time management, Problem solving, Knowledge of HR data privacy and compliance, Strong understanding of HR metrics and reporting requirements, Proficiency in data management and analysis using SAP HR analytics tools, Payroll, Client facing skills, Configuration, SAP ECC, S/4HANA.

- Professional, Detail-oriented, Self-motivated, Positive attitude, Enthusiastic, Collaboration, Flexibility, Work under stress, Resourceful, Persistence, Teamwork.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@Postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

14 May 2025

Disclaimers

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Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy, and it includes a right to protection against the unlawful collection, retention, dissemination, and use of personal information. By applying for employment, you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.