



REFERENCE NR	:	VAC01465/21
JOB TITLE	:	Advanced Operational Assets
JOB LEVEL	:	C3
SALARY	:	R 237,994 - R 396,656
REPORT	:	Specialist End User computing
DIVISION	:	Prov KZN: Provincial Management
Department	:	Prov KZN: Network and Service Management
LOCATION	:	SITA Pietermaritzburg
POSITION STATUS	:	Fixed term Contract – 12 months (Internal/External)

Purpose of the job

To effectively perform change control and life cycle management.

Key Responsibility Areas

- To coordinate Fixed Asset acquisitions to ensure a current, accurate and complete Asset Register compliant with accounting standards;
- To maintain and safeguard fixed assets to ensure a current, accurate and complete Asset Register;
- To conduct Physical Asset Verification to maintain a current, accurate and complete Fixed Asset register;
- To coordinate Fixed Asset Disposal to ensure effective asset disposal and maintain an accurate and up to date Asset Register;
- To resolve audit findings to facilitate a reduction in reportable audit findings;
- To communicate, follow up and resolve /clear reconciling items externally and internally to reduce or eliminate reconciling items and outstanding issues with regard to the maintenance of assets.
- ICT related invoices management.

Qualifications and Experience

Minimum: Grade 12 plus 1 – 2 year National Certificate in Logistics/Supply Chain Management, Facility Management, Property Studies or equivalent or IT Diploma qualifications

Experience: 2 - 3 years Asset Management related experience, including:

- Oracle system experience
- ITSM 7, HARDCAT
- Computer literate (MS excel essential).

Technical Competencies Description

Knowledge of: Organisation Awareness; Knowledge of Accounting processes, business processes and rules; SITA Code of Ethics; PFMA; Implementation of internal controls; Oracle experience and knowledge will be a strong advantage; System processes; Project management; and ARS/ITSM7.

Skills: Good communication skills; Customer Service; Negotiation; Writing skills; Listening; Interpersonal skills; Excel (Spreadsheet) use; Process Improvement and Attention to detail and accuracy.

Other Special Requirements

Driver's license.

How to apply

Internal candidates must apply using this email address: Buyiswa.internalkznrecruitment@sita.co.za

External candidates must apply using this email address: Kznrecruitment@sita.co.za

Closing Date: 16 July 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 accepted
- CV's sent to incorrect email address will not be considered