



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC01151 &amp; 1152</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Data Controller X2</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>B5</b>
<b>SALARY</b>	<b>:</b>	<b>R 146 190 - R 243 650</b>
<b>REPORT TO</b>	<b>:</b>	<b>Team Leader</b>
<b>DIVISION</b>	<b>:</b>	<b>Service Delivery Management</b>
<b>DEPT</b>	<b>:</b>	<b>Hosting Services</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Beta</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

Managing, processing and distribution of printed media and output.

### Key Responsibility Areas

Pre- and post-processing output and media; Pre- and post-processing media; Controlling Stocks levels and consumables; Distribution of output; Client Liaison; Task scheduling; Problem solving.

### Qualifications and Experience

**Required Qualification:** Grade 12 plus valid Driver's licence.

Preferred Qualification: Grade 12 (NQF level 4) plus a relevant recognised course depending on operational requirements.

**Experience:** 1-2 years' experience as a Data Controller.

### Technical Competencies Description

Knowledge of: Computer Literacy PFMA Numerical SITA Business Process Data Organisation skills Attention to detail.

**Interpersonal/behavioural competencies:** Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Empathy; Inclusivity; Resilience; and Stress Management.

### Other Special Requirements

N/A.

### How to apply

Kindly send your CV to: [Lwandiso.recruitment@sita.co.za](mailto:Lwandiso.recruitment@sita.co.za)

### Closing Date: 24 February 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 applicants' 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