



## VACANCY

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

### 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