



VACANCY

REFERENCE NR	:	VAC00898 & 0899
JOB TITLE	:	Junior Infrastructure Provisioning X2
JOB LEVEL	:	C1
SALARY	:	R 262 760 - R 437 934
REPORT TO	:	Consultant: Infrastructure Provisioning
DIVISION	:	IT Infrastructure Services
Department	:	Network Services DOD and National
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Provide administrative support function by ensuring effective and efficient request status tracking, and coordinating fulfillment of service requests to maintain high level of satisfactory by the stakeholders

Key Responsibility Areas

Request Logging and Validation; Request documentation; Request Status Tracking; Service Level Targets; Plan and schedule; Post Implementation, Invoices, meetings; Monthly Reporting.

Qualifications and Experience

Minimum: 1 - 2 year National Higher Certificate in Business Management or Office Administration / NQF level 5 Plus accredited specialised courses.

Experience : 1 – 2 years experience in request coordination.

Technical Competencies Description

Knowledge of: Computer literacy Numerical PFMA SITA business processes ERP ARS /ITSM/ITSM7 Computer based knowledge and experience, WAN and LAN knowledge and experience, Financial systems Project registration on ERP systems Change Control Management SLA Management Performance Management Proficiency with telecommunications hardware and carrier technologies. Skills: Network/Infrastructure Management. Interpersonal/behavioural competencies: Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Resilience; and Stress Management.

Other Special Requirements

N/A

How to apply

Kindly send your CV to: Puleng.recruitment@sita.co.za

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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 considered.
- CV`s sent to incorrect email address will not be considered