



VACANCY

REFERENCE NR	:	VAC000213
JOB TITLE	:	Specialist Infrastructure Provisioning (Supplier Invoicing)
JOB LEVEL	:	C4
SALARY	:	R 324,686 – R 541,143
REPORT TO	:	Consultant: Infrastructure Provisioning
DIVISION	:	IT Infrastructure Services
Department	:	ITI Hosting - Technology, Strategy and Security
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To assist with the management of service request for hosting services, client billing and processing of supplier invoices.

Key Responsibility Areas

- The provision and managing of a portfolio of support services to Line Managers;
- Provisioning and capacity planning of the SITA Hosting infrastructure
- Ensure that measuring and reporting upon the performance of the IT Infrastructure Service processes are in place and effective
- Ensure that all the service request are maintained and update on a weekly basis
- Reporting and Communication

Qualifications and Experience

Minimum: Diploma in Office Administration or Diploma in Business Management or equivalent.

And certification of ITIL Foundation.

Experience : 3 – 5 years working experience performing request fulfillment management in a corporate/public sector organization.

Technical Competencies Description

Knowledge of: Computer literacy Numerical PFMA SITA business processes ERP ITSM Computer based knowledge and experience WAN and LAN knowledge and experience Change Control Management Asset Management SLA Management Performance Management Financial systems Project registration on ERP systems Communication Report writing. Network/Infrastructure Management.

Other Special Requirements

N/A

How to apply

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

Closing Date: 15 July 2021

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