



VACANCY

REFERENCE NR	:	VAC01118/24
JOB TITLE	:	Admin: Infrastructure Provisioning
JOB LEVEL	:	B5
SALARY	:	R 210 449 – R 315 673
REPORT TO	:	Consultant: Infrastructure Contracts Portfolio
DIVISION	:	IT Infrastructure Services
DEPT	:	ITI: Networks National & DOD
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Providing administrative support to ensure efficient operation of the governance office. Supports managers and employees through a variety of supplier contracts, supplier invoices, client SLAs, client billing and other administrative tasks related to the organization and communication.

Key Responsibility Areas

Proactively and accurately update customers throughout the life of their provisioning case(s). Accurately interpret customer requirements and orders to enable a clean and timely service provision and customer on-boarding / offboarding experience. Invoice Processing and Client Billing. Provide an efficient administration service to internal and external clients. Implementing policies and governance processes.

Qualifications and Experience

Minimum: Grade 12 plus a Certificate in Office Administration /or Business Administration/ Inventory Management at NQF level 4.

Experience: 1-2 years working experience as a receptionist/Office administration/Inventory management field in a corporate/public sector organization.

Technical Competencies Description

Knowledge of: Computer literacy Numerical PFMA SITA business processes ERP ARS and/or ITSM Minimum ITL V3 foundation General administration Postal and Courier management Telephone etiquette Front desk management Customer service Call centre management Stock inventory Understanding of how projects are managed. Network/Infrastructure Management.

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";

5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 23 April 2024

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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.