VACANCY - 2413

Re – advertisement

REFERENCE NR	:	**VAC00500/26 & VAC00278/26**
JOB TITLE	:	**Admin Operational: Asset and Configuration Management X2**
JOB LEVEL	:	**C1**
SALARY	:	**R 257 888 - R 386 832**
REPORT TO	:	**Consultant: EUC National**
DIVISION	:	**Service Management**
DEPT	:	**SM: EUC Nat Field Support**
LOCATION	:	**SITA Erasmuskloof**
POSITION STATUS	:	**36 - Months - Fixed Term Contract (Internal & External)**

Purpose of the job

Working as part of a team to ensure efficient, effective and accurate Asset, Configuration and Lifecycle management and related reports in the planning, maintenance and retirement of all client installation and configurations in the shortest time to ensure minimum disruption to the customers.

Key Responsibility Areas

- Asset, Configuration and Life Cycle Management
- User Advise.
- To implement the Support Services business plan
- Transfer of Skills and Support.

Qualifications and Experience

Required Qualifications: 1 - 2-year National Certificate in a relevant discipline / NQF level 5.

Certification: ITIL will be an added advantage.

Experience: Minimum of 2 to 3 years' experience in IT asset management. Knowledge of EUD software and hardware platforms. Experience, 2 years and understanding of asset, configuration and life cycle management.

Technical Competencies Description

Knowledge of: Adaptability Motivation Professionalism Team work Technical skills Creativity and Time management Personal Attributes/ Behaviours: Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy.

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 080 1414 882**

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

Closing Date: 23 July 2025

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the 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 the 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.