



VACANCY - 2582

REFERENCE NR	:	VAC00807/25
JOB TITLE	:	Admin: Asset Management
JOB LEVEL	:	B2
SALARY	:	R 139 012 – R 208 518
REPORT TO	:	Specialist: EUC
DIVISION	:	National and Regional Consulting
DEPT	:	RPL HOD Northern Region
LOCATION	:	SITA Centurion
POSITION STATUS	:	15 months Fixed term contract (Internal & External)

Purpose of the job

To effectively perform change control and life cycle Management of Assets.

Key Responsibility Areas

To Electronically update the ARS Inventory. To update the electronic and telephonic Audits on ARS. To administer change control information on ARS.

Qualifications and Experience

Required Qualification: Grade 12 Plus 1-year national Certificate.

Experience: 1 - 2 years' experience in asset management.

Technical Competencies Description

Knowledge of: ARS. Computer Literacy. Ms Office. 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 call 080 1414 882

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

Closing Date: 22 October 2025

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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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.