



VACANCY- 2995

REFERENCE NR	:	VAC00554/27
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	:	NW: Potchefstroom
POSITION STATUS	:	3 - Years - 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: 26 June 2026

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 the 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 into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.