



#### VACANCY - 2333

|                        |          |  |
|------------------------|----------|--|
| <b>REFERENCE NR</b>    | <b>:</b> | <b>VAC00568/26</b>                               |
| <b>JOB TITLE</b>       | <b>:</b> | <b>Consultant Client Relationship Management</b> |
| <b>JOB LEVEL</b>       | <b>:</b> | <b>D2</b>  |
| <b>SALARY</b>          | <b>:</b> | <b>R 651 627 – R 977 440</b>                     |
| <b>REPORT TO</b>       | <b>:</b> | <b>Senior Manager Cluster</b>                    |
| <b>DIVISION</b>        | <b>:</b> | <b>National Consulting</b>                       |
| <b>DEPT</b>            | <b>:</b> | <b>Customer Operations: JCPS Cluster</b>         |
| <b>LOCATION</b>        | <b>:</b> | <b>SITA Erasmuskloof</b>                         |
| <b>POSITION STATUS</b> | <b>:</b> | <b>Permanent (Internal &amp; External)</b>       |

#### Purpose of the job

To provide organisational capabilities and services to internal and external customers from conception to delivery thus maximizing customer understanding, build customer relationship and improve customer satisfaction with the aim of increasing profitability for SITA. To oversee, manage and execute projects / activities to establish relationship, monitor, measure, and maintain client contracts, in accordance with legislative requirements and best practices, to ensure that requirements are met.

#### Key Responsibility Areas

- Drive portfolio of customers in the assigned cluster to determine and assess existing customers' needs with the desired ICT requirements profile per cluster customer to provide an effective solution approach to deliver within existing contractual constraints, policies and SITA commercial service catalogue.
- In collaboration with service owners, including senior management and key stakeholders, drive the implementation of targeted digital
- Build, manage and maintain strategic relationships with Government Departments (i.e. SITA service owners) to continuously sustain the SITA business.
- Perform analysis on cluster needs and requirements in collaboration with Business Development team and other internal and external key stakeholders.
- Perform SLA management, monitoring and review
- Provide management support and ensure implementation, adherence and compliance to the Engagement management methodologies and regulations.
- Manage, coordinate, analyse and identify the risks to minimise the service gaps and with the aim of achieving the agreed service levels
- Provide inputs into the budgeting process and plan and drive the achievement of the targeted revenue as well as monitoring/controlling the budget to ensure that the expenditure is within the approved Budget.

#### Qualifications and Experience

**Minimum:** Bachelor Degree in Information Technology OR Computer Science OR Bachelor degree in Commerce OR Marketing OR Business Administration OR Economics.

**Certification:** SITA to identify and invest in Sales Certifications.

**Experience:** 6 - 7 years working sales and IT experience in engagement management/ relationship management and/or project management at a Senior Management level of managing Sales. The incumbent will be required to consult and interact with relevant Government Officials, GITOC Bodies, Government Governance bodies, industry partner, standards generating bodies, accreditation and certification bodies at a senior management and executive level. The incumbent will be required to participate and provide input in implementation of Customer-related strategies, SITA Sales Methodology and Sales Process. The candidate must have strong sales and business management skills.

#### **Technical Competencies Description**

**Knowledge of:** Customer service management; Government Information Management; Business Development; Information Technology management; ICT solutions and services; Project Management methodology; Enterprise Project Management; Project Management Life-cycle; Knowledge of IT, Government ICT procurement processes, PFMA, SITA Act and Regulations; Basic understanding of Contracts, Strategic Planning and ITIL knowledge; Sales methodology and process; Application of project management methodology; Financial management principles methodology; Government Business Reference Model; Policy Review & Implementation; Business writing; Strategic Selling; Presentation Skills; Marketing & Sales Strategy Skills.

**Technical competencies:** Business Writing, Customer Relationship Management, IT Project Management, IT Service Management, Project/Programme Management, IT Risk Management, Vendor/Supplier Management, Customer Experience, Collaboration, Communicating and Influencing, Outcomes driven, Planning and Organising, Creative Problem Solving, Decision-making, Responding to Change and Pressure.

**Interpersonal/behavioural competencies:** Active listening, Attention to Detail, Analytical thinking, Disciplined, Empathy, Resilience, Stress Management.

#### **Other Special Requirements**

Candidate must have strong sales and business management skills.

#### **How to apply**

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 12 June 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. 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.
- CV`s sent to incorrect email address will not be considered