



## VACANCY - 2602

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|------------------------|---|--------------------------------------|
| <b>REFERENCE NR</b>    | : | <b>VAC00832</b>                      |
| <b>JOB TITLE</b>       | : | <b>Consultant: Customer Billing</b>  |
| <b>JOB LEVEL</b>       | : | <b>D1</b>                            |
| <b>SALARY</b>          | : | <b>R 558 347 - R 837 521</b>         |
| <b>REPORT TO</b>       | : | <b>Senior Manager: WAN (SAPS)</b>    |
| <b>DIVISION</b>        | : | <b>IT Infrastructure Services</b>    |
| <b>DEPT</b>            | : | <b>SAPS Networks Services</b>        |
| <b>LOCATION</b>        | : | <b>SITA Centurion</b>                |
| <b>POSITION STATUS</b> | : | <b>Permanent (Internal/External)</b> |

### Purpose of the job

To process Customer Billing, ensure accurate and timely customer invoicing, perform revenue recognition with compliance to guidelines, ensure revenue data integrity and related system's invoicing data maintenance, monitor, report and do revenue analysis, revenue recovery on BPA / Webfin and ensuring cross departmental collaboration and ensure process improvement.

### Key Responsibility Areas

- Accurate Processing of Customer Invoices within specified timelines of SITA and Customer Service Level Agreement (SLA)
- Monitoring and tracking of Departmental SLA revenue recoveries
- Ensure that measuring and reporting upon the performance of the IT Infrastructure Service processes are in place and effective
- Ensure Monitoring, Follow-up and Coordination with Stakeholders
- Record keeping, Documentation, Reporting and Communication

### Qualifications and Experience

**Minimum:** Bachelor's degree in financial management or related field/ NQF level 6. (NB: Added advantage for higher financial management qualification.). Any recognized Financial Management Certification.

Any recognized Financial Professional Body is an added advantage.

**Experience:** 5 – 6 years working experience performing accurate and timely invoicing, financial compliance, customer financial management support, financial data integrity management, reporting and analysis, departmental financial management and collaboration, customer financial management in a corporate/public sector organization. Added advantage for higher number of years' experience.

### Technical Competencies Description

**Knowledge of:** Treasury Regulations; Financial Management Systems such as Oracle; Budget models in Corporate / Public Sector environment; Financial Management Framework in the Corporate/ Public Sector environment; Accounting principles and standards, Communication, Financial Report writing, Computer literacy, Numerical, Excel advanced skills, Public Financial Management Act, SITA business processes, ERP, ITSM, Computer based knowledge and experience.

Personal Attributes / Behaviours: Agility, Self-Driven, Collaboration, Customer Centricity, Integrity, Attention to Detail, Innovation and Empathy.

### **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 080 1414 882

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

**Closing Date: 03 November 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.
- 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.