



## VACANCY

REFERENCE NR	:	VAC00608/24 & VAC01160/23
JOB TITL	:	Data Controller X2
JOB LEVEL	:	B5
SALARY	:	R 210 449 – R 315 673
REPORT TO	:	Team Leader
DIVISION	:	ITI Infrastructure
DEPT	:	ITI: Hosting – Data Centre Operations – BETA
LOCATION	:	SITA BETA, Pretoria
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

Managing, processing and distribution of printed media and output.

### Key Responsibility Areas

Pre- and post-processing output and media. Pre- and post-processing media. Controlling Stocks levels and consumables. Distribution of output. Client Liaison. Task scheduling. Problem solving. Supervising and monitoring of dispatch environment. Ability to utilise printed media finishing equipment as well as the mailing machine.

### Qualifications and Experience

**Minimum:** Grade 12 plus valid Driver's licence.

**Experience:** 1-2 years' experience as a Data Controller.

### Technical Competencies Description

**Knowledge of:** Computer Literacy PFMA Numerical SITA Business Process Data Organisation skills Attention to detail.

**Technical competencies:** Database Management, and Hosting Management.

**Interpersonal/behavioural competencies:** Active listening, Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, and Empathy.

### Other Special Requirements

The ability and willingness to work overtime as and when required.

### 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: 06 March 2024**

**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 a 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