



VACANCY

REFERENCE NR	:	VAC01499
JOB TITL	:	Data Controller
JOB LEVEL	:	B5
SALARY	:	R 210 449 – R 315 673
REPORT TO	:	Team Leader
DIVISION	:	ITI Infrastructure
DEPT	:	ITI: Hosting – Data Centre Operations - Blenny
LOCATION	:	SITA Blenny Building, Gauteng
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.

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

N/A.

How to apply

1. To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact eRecruitmentSupport@sita.co.za

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

Closing Date: 08 April 2022

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