



VACANCY - 2336

REFERENCE NR	:	VAC00849 & VAC00850
JOB TITLE	:	FM: Procurement Administrator X2
JOB LEVEL	:	B4
SALARY	:	R 189 340 - R 284 010
REPORT TO	:	Manager: General Support Services
DIVISION	:	Human Capital Management
DEPARTMENT	:	Facilities Management & Physical Security
LOCATION	:	SITA Eramuskloof & Centurion
POSITION STATUS	:	Permanent (Internal / External)

Purpose of the job

To job will be responsible to administer, co-ordinate and facilitate all Procurement related and associated services in support of the Facilities Management & Physical security department.

Key Responsibility Areas

- Coordination of Facilities Management & Physical security Procurement.
- Collating data relating to Facilities Management & Physical Security procurement requirements.
- Ensure Maintenance of the stock control system & Monthly Variance report.
- Administrative duties.
- Problem and incident management.

Qualifications and Experience

Minimum: Grade 12 (NQF level 4) plus a relevant recognised course (shorter than a year at NQF level 4-certificate of competence) –depending on operational requirements

Experience : 1 – 2 years' experience applicable to the specified discipline. Understand the basic theoretical reasoning and detailed practical applications behind the process or system.

Technical Competencies Description

Knowledge of: Procurement processes, procedures and policies Experience in writing Business cases and specifications Experience in participating in Bidder specification committee meetings/ review of specification committees and adjudication committees Experience in general administrative duties and record keeping Previous participation in Tender evaluations.

Other Special Requirements

N/A

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 egovsupport@sita.co.za OR call 080 1414 882

Closing Date: 09 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 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.