



## VACANCY - 2337

REFERENCE NR	:	VAC00032 & VAC00033
JOB TITLE	:	Foreman X2
JOB LEVEL	:	C1
SALARY	:	R 257 888 – R 386 832
REPORT TO	:	Works Inspector: Infrastructure
DIVISION	:	Human Capital Management
DEPT	:	Facilities Management and Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To render an efficient proactive maintenance service to all SITA buildings to ensure safety (OHS) of staff visitors and assets.

### Key Responsibility Areas

- Conduct regular inspections and audits in buildings and infrastructure and develop work schedules.
- Conduct quality control routine checks in compliance to OHSA.
- Allocation of work according to Building and Maintenance Plan to SITA employees and enforcement of policy, procedures to ensure a safe working environment.
- Implement work schedule in accordance with standards and procedures.
- Supervision of resources.

### Qualifications and Experience

**Minimum:** 1 - 2 year National Higher Certificate in a relevant discipline / NQF level 5 or accredited specialised courses.

**Certification:** Accredited Infrastructure certificate i.e Plumbing, Partitioning, painting, water proofing or carpentry

**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:** First Aid Knowledge of legislation (Building Regulations, OHSA) Financial management PFMA Building maintenance Project management Computer literacy Willing to work overtime and standby Must be able to read the building floor plan Supervising a team Problem solving skill.

### Other Special Requirements

N/A

### 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: 09 June 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 shortlisted 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.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard contract, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.