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| **REFERENCE NR** | : | **VAC00835/25 & VAC00836/25** |
| **JOB TITLE** | : | **Junior Infrastructure Provisioning X2** |
| **JOB LEVEL** | : | **C1** |
| **SALARY** | : | **R 257 888 – R 386 832** |
| **REPORT TO** | : | **Consultant: Infrastructure Provisioning** |
| **DIVISION** | : | **IT Infrastructure Services** |
| **DEPT** | : | **Networks: WAN Provisioning** |
| **LOCATION** | : | **SITA Centurion** |
| **POSITION STATUS** | : | **Permanent (Internal & External)** |

### Purpose of the job

Provide administrative support function by ensuring effective and efficient request status tracking, and coordinating fulfillment of service requests to maintain high level of satisfactory by the stakeholders.

### Key Responsibility Areas

Request Logging and Validation. Request documentation. Request Status Tracking. Service Level Targets. Plan and schedule. Post Implementation.

### Qualifications and Experience

**Minimum**: 1 - 2-year National Higher Certificate in Business Management or Office Administration / NQF level 5. ITIL Foundation will be an added advantage.

**Experience:** 1 – 2 years' experience in Request management/ Incident coordination/Contract management/Finance management/Office administration/Inventory management field in a corporate/public sector organization.

### Technical Competencies Description

Knowledge of: Computer literacy Numerical PFMA SITA business processes ERP ITSM/ARS Computer based knowledge and experience WAN and LAN knowledge and experience Financial systems Project registration on ERP systems Change Control Management SLA Management Contract Management Performance Management Proficiency with telecommunications hardware and carrier technologies. Personal Attributes / Behaviours: Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy.

Technical competencies: Network/Infrastructure Management.

**Interpersonal/behavioural competencies:** Attention to Detail; Analytical thinking; Continuous Learning; Disciplined Resilience; and Stress Management.

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

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

**Closing Date:  27 September 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.