



VACANCY

REFERENCE NR	:	VAC00664/23
JOB TITLE	:	Lab and GRC Coordinator
JOB LEVEL	:	C1
SALARY	:	R 245 607 – R 368 411
REPORT TO	:	Technology Specialist
DIVISION	:	Corporate and Digital Strategy
DEPT	:	Norms, Standards and Quality
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To perform all Technology Laboratory coordination, administrative and reception duties in support of Laboratory initiatives throughout all project phases.

Key Responsibility Areas

- To support the infrastructure of the SITA technology laboratory while enabling the technology advisory services to deliver on their functions
- To ensure the smooth running of the facility by informing, reporting, and tracking the SITA technology laboratory issues thereby reducing time to have these issues solved
- To assist with the management of the GRC (Governance, Risk and Compliance) system utilised by the ICT Certification team, in order to deliver on the ICT Certification mandate
- To assist with SITA technology laboratory administration thereby delivery good service to both internal and external (government and industry) clients.

Qualifications and Experience

Minimum: Grade 12 (NQF level 4) plus a relevant recognized Admin/ Secretarial Diploma (shorter than a year at NQF level 4-certificate of competence).

Experience: 1 – 2 years' experience as an Administrator, Receptionist, Coordinator or Secretarial duties. Experience in SITA Financial and BPS systems.

Technical Competencies Description

Legislation and regulations (operate within SITA regulations). Laboratory operation awareness. SITA TCP Process. Administration. Reporting. document Management. OEM Asset Tracking.

Technical Competencies: General Administration.

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

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

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

Closing Date: 30 October 2023

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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.