



## VACANCY - 2287

REFERENCE NR	:	VAC00427
JOB TITLE	:	Office Admin and Finance
JOB LEVEL	:	B5
SALARY	:	R 220 972 – R 331 457
REPORT TO	:	Manager: General Support Services
DIVISION	:	Human Capital Management
DEPARTMENT	:	Facilities Management and Physical Security
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal / External)

### Purpose of the job

To provide Administrative and Financial support to the Facilities Management & Physical Security department and ensure effective coordination and communication between service providers/suppliers, SITA Finance and interdepartmental project owners.

### Key Responsibility Areas

- Facilitate Item Creations & BPA creations.
- Facilitate Facilities Management and Physical security accounts and invoices.
- Monitor FM&PS Debtor accounts/ Revenue.
- Assist to process Internal recoveries.
- Other Administrative duties.

### Qualifications and Experience

**Minimum:** Grade 12 (NQF level 4) and Certificate in Office Administration/Business Administration.

**Experience:** 2–3 years working experience in the Facilities Management & Physical Security environment Experience in Report writing Experience in general administrative duties and record keeping.

### Technical Competencies Description

**Knowledge of:** Financial and Administrative processes, procedures and policies Computer literacy (MS Word/PowerPoint/Excel) PFMA SITA business processes ERP Stationery Internal Recovery System Mail selection, sorting and distribution Courier service distribution and recoveries Vehicle fleet administration Venue booking system.

### 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 [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

**Closing Date: 14 May 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.