



VACANCY - 2103

REFERENCE NR	:	VAC0042/26
JOB TITLE	:	Office Clerk
JOB LEVEL	:	B3
SALARY	:	R 162 236 - R 243 354
REPORT TO	:	Supervisor: Logistics and Office Administration
DIVISION	:	Human Capital Management
DEPARTMENT	:	HCM: Facilities Management & Physical Security
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

Provide administrative support to internal and external clients.

Key Responsibility Areas

- Stock control and inventory(stationery)
- Courier Services
- Venue Booking & General Office Administration.

Qualifications and Experience

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

Experience : 0– 1 years working experience as a Secretary/Administration officer/inventory Officer/Office Administrator field in a corporate/public sector organization including: 2 years as a /Stock controller/General Administration Officer in a corporate/public sector organization.

Technical Competencies Description

Knowledge of Computer literacy (MS Word/PowerPoint/Excel) PFMA SITA business processes ERP Stationery Internal Recovery System Mail selection, sorting and distribution Courier service distribution and Internal recoveries Venue booking system.

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: 23 January 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 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.