



VACANCY - 3048

REFERENCE NR	:	VAC00690/27
JOB TITLE	:	Office Clerk
JOB LEVEL	:	B4
SALARY	:	R 189 340 - R 284 010
REPORT TO	:	Supervisor: Logistics and Office Administration
DIVISION	:	Human Capital Management
DEPARTMENT	:	HCM: Facilities Management & Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal and 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) and Certificate in Office Administration/Business Administration

Experience: 1–2 years' experience in administration or inventory/stock control within a corporate or public sector environment, including experience as an Administrative Officer, Inventory Officer, or General Administration/Stock Control Officer.

Technical Competencies Description

Knowledge of Computer literacy in Microsoft Word, Excel and PowerPoint; knowledge of the Public Finance Management Act (PFMA) and basic public sector financial principles; understanding of SITA business processes, policies and procedures; familiarity with ERP systems for requisitions, stock control and financial administration; knowledge of stationery and office consumables management; understanding of internal recovery and billing processes; knowledge of mail handling including sorting, distribution and record keeping; understanding of courier services including dispatch and tracking; and familiarity with venue booking systems and basic meeting coordination.

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: 27 July 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.
- 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.
- 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.