



VACANCY

REFERENCE NR : **VAC00153**
JOB TITLE : **Operations: Supervisor**
JOB LEVEL : **C3**
SALARY : **R 334 527 – R 501 790**
REPORT TO : **Technical Manager: Hosting**
DIVISION : **ITI: Infrastructure Services**
Department : **Hosting**
LOCATION : **SITA Beta, Pretoria, Gauteng**
POSITION STATUS : **Permanent (Internal & External)**

Purpose of the job

Responsible for the management of the operations environment of the Computer Centre and printing Operations personnel.

Key Responsibility Areas

Optimal utilization of resources; Compile manpower schedules regarding leave, shifts, standby and overtime; Motivation and moral development of personnel; Management of departmental projects; Responsible for change control on production systems; Performance of housekeeping procedures; Task scheduling. Problem solving; Liaison; and Staff development.

Qualifications and Experience

Minimum: 1 - 2 year National Certificate in a relevant discipline / NQF level 5 or accredited specialised courses plus drivers License.

Experience : 3-4 years experience practical experience in Computer Operating and shift leading 2-3 Years Shift Leader. 3-4 years in printing environment or Electronic distribution of documents.

Technical Competencies Description

Knowledge of: Managing staff Operating Systems DBMS Job Scheduling Root Cause Analysis Electronic Document delivery.

How to apply

Kindly forward your CV to: Thulisa.recruitment@sita.co.za

Closing Date: 09 November 2021

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.
- CV`s sent to incorrect email address will not be considered