



**VACANCY - 1312  
RE ADVERT**

<b>REFERENCE NR</b>	:	<b>VAC01049/24</b>
<b>JOB TITLE</b>	:	<b>Advanced Operational EUC Portfolio Provisioning</b>
<b>JOB LEVEL</b>	:	<b>C1</b>
<b>SALARY</b>	:	<b>R 245 607 – R 368 411</b>
<b>REPORT TO</b>	:	<b>Specialist Portfolio Provisioning</b>
<b>DIVISION</b>	:	<b>Service Management</b>
<b>DEPARTMENT</b>	:	<b>SM: EUC DOD Support</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

**Purpose of the job**

Ensure that all administrative tasks for the provisioning of services are completed in line with service level agreements. Administration of software lifecycle information, repositories and reporting, compilation of contract information, financial administration, tracking and reporting on procurement requests, administration of service level agreement taskings and adherence to quality standards within the End User Computing environment.

**Key Responsibility Area**

Quality Management. Procurement planning. Software Compliance Administration. Financial Administration, Planning and Analysis (FP&A). Administration of relevant portfolio. Software Lifecycle Administration. Reporting and Communication. Incident/Task Tracking.

**Qualifications and Experience**

**Minimum:** Grade 12 plus National Higher Certificate (NQF Level 5) and ITIL certification.

**Experience:** 2-3 years' experience in administration of portfolio's within service level agreements, supplier contract administration, software lifecycle administration and maintenance of software repositories, excellent financial administration, reporting and budgeting planning. Experience in quality review of documentation. Tracking, follow up and reporting on procurements requests.

**Technical Competencies Description**

Working knowledge of Incident/Problem/Change Management frameworks such as ITIL v3, TQM or ISO 9000:2000 (certification not required). Administration of Software Repositories. Administration of software lifecycles through procurement planning. Proven communication skills with multiple levels of an organization. . Financial Administration, Budgeting planning and analysis. Incident/Task Tracking. Experience of Quality Management Principles, methodologies and Tools.

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

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

**Closing Date: 17 January 2024**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.