



## VACANCY RE ADVERTISEMENT

<b>REFERENCE NR</b>	:	<b>VAC00153 (RE 02)</b>
<b>JOB TITLE</b>	:	<b>Operations: Supervisor</b>
<b>JOB LEVEL</b>	:	<b>C3</b>
<b>SALARY</b>	:	<b>R 334 527 – R 501 790</b>
<b>REPORT TO</b>	:	<b>Technical Manager: Hosting</b>
<b>DIVISION</b>	:	<b>ITI: Infrastructure Services</b>
<b>Department</b>	:	<b>Hosting</b>
<b>LOCATION</b>	:	<b>SITA Beta, Pretoria, Gauteng</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### 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 supervision in printing environment or Electronic distribution of documents.

### Technical Competencies Description

**Knowledge of:** Managing staff Operating and printing Job Scheduling, Root Cause Analysis, print processing and Electronic Document delivery.

### 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 [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

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

**Closing Date: 24 January 2023**

#### **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.