



VACANCY RE ADVERTISEMENT

REFERENCE NR	:	VAC00087/23
JOB TITLE	:	Specialist: Infrastructure Provisioning
JOB LEVEL	:	C4
SALARY	:	R 390 414 – R 585 621
REPORT TO	:	Consultant: Infrastructure Provisioning (Contract and Business Portfolio)
DIVISION	:	ITI Infrastructure Services
DEPT	:	ITI Hosting: Technology, Strategy and Security
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To assist the managers within IT Infrastructure Services in terms of business support and adhering to governance processes for all hosting infrastructure services. The focus will be on Contract and Business Portfolio Management.

Key Responsibility Areas

- The provision and managing of a portfolio of support services to Line Managers.
- Provisioning and planning of the SITA
- Hosting infrastructure requests.
- Ensure that measuring and reporting upon the performance of the IT Infrastructure Service processes are in place and effective.
- Ensure that all the service request is maintained and update on a weekly basis.
- Reporting and Communication.

Qualifications and Experience

Required Qualification: 3-year National Diploma / Degree in Office Administration or in Business Management / NQF level 6. ITIL Foundation Certification will be an added advantage.

Experience: 3 – 5 years working experience performing request fulfilment management in a corporate/public sector organization.

Technical Competencies Description

Knowledge of: Procurement and contract processes. Computer literacy Numerical PFMA SITA business processes ERP ITSM Computer based knowledge and experience WAN and LAN knowledge and experience Change Control Management Asset Management SLA Management Performance Management Financial systems Project registration on ERP systems Communication Report writing.

Technical Competencies: Procurement and Contract Management.

Interpersonal/behavioural competencies: Attention to Detail, Analytical thinking, Continuous Learning, Disciplined Resilience, and Stress Management.

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. Log in 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

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 applicants 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