



VACANCY

REFERENCE NR	:	VAC01312 (Re-Advertisement)
JOB TITLE	:	Admin Operational: Asset and Configuration Management
JOB LEVEL	:	C1
SALARY	:	R 245 607 - 368 411
REPORT TO	:	Consultant: Service Management Technologies
DIVISION	:	Prov KZN: Provincial Management
DEPT	:	Service Management
LOCATION	:	SITA Durban
POSITION STATUS	:	36 -Months - Fixed Term Contract (Internal & External)

Purpose of the job

Working as part of a team to ensure efficient, effective and accurate Asset, Configuration and Lifecycle management and related reports in the planning, maintenance and retirement of all client installation and configurations in the shortest time to ensure minimum disruption to the customers.

Key Responsibility Areas

- Asset, Configuration and Life Cycle Management;
- User Advise;
- To implement the Support Services business plan;
- Transfer of Skills and Support.

Qualifications and Experience

Minimum: 1 – 2 year National Higher Certificate in a relevant discipline / NQF level 5 /Certificate in Asset Management and accredited specialized courses A+ (International Accreditation) N+ (International Accreditation).

Certification: ITIL v4 A+ and N+ would be an added advantage.

Experience: 2 to 3 years' experience in IT with hands-on technical support. Knowledge of software and hardware platforms. Call Centre /Helpdesk Experience, 2 years and understanding of asset, configuration and life cycle management.

Technical Competencies Description

Knowledge of: Adaptability Motivation Professionalism Team work Technical skills Creativity and Time management.

Other Requirements

Must be in possession of a valid driver's license and have own vehicle available for business use.

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

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

Closing Date: 08 November 2023

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.