



VACANCY - 3077

REFERENCE NR	:	VAC00795/26 (Re-advertisement)
JOB TITLE	:	Stock Controller
JOB LEVEL	:	B4
SALARY	:	R 189 340 - R 284 010
REPORT TO	:	Supervisor: Logistics
DIVISION	:	Human Capital Management
DEPARTMENT	:	Facilities Management & Physical security
LOCATION	:	SITA Erasmuskloof / Centurion
POSITION STATUS	:	Permanent (Internal /External)

Purpose of the job

To provide an administrative support the receiving, packaging, issuing and stock Control of goods and consumables to keep a record of all stock available in line with set requirements (Financial & Internal Business Processes).

Key Responsibility Areas

- Inventory & Stock Control Administration.
- Inventory Records & Administrative Support.
- Service Delivery, Quality Checks & Distribution.

Qualifications and Experience

Minimum: Grade 12/Matric and Certificate in Inventory Management/Stores/Stock/Warehouse Management.

Experience: 1-2 years' working experience in the inventory/stores related field in a corporate/public sector organization.

Technical Competencies Description

Knowledge of: safety, health and environmental regulations and applicable legislation; strong customer service and stakeholder engagement skills; understanding of SITA business operations and processes; familiarity with consumables and inventory management; knowledge of the Public Finance Management Act (PFMA); proficiency in ERP and inventory/stock control systems; understanding of Asset and Recovery Systems (ARS); and working knowledge of procurement processes.

Other Special Requirements

Candidates who previously applied are encouraged to apply for the position.

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

Closing Date: 21 August 2026

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.
- 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.
- Appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.