



VACANCY - 2369

Re -Advertisement

REFERENCE NR	:	VAC00643
JOB TITLE	:	Specialist: EUC Portfolio Provisioning
JOB LEVEL	:	C5
SALARY	:	R 478 420 - R 717 630
REPORT TO	:	Consultant EUS Portfolio Provisioning
DIVISION	:	Service Management
DEPARTMENT	:	EUC National Infrastructure Management Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Manages the software lifecycle, contracts, financial management and analysis and adherence to quality standards within the End User Computing environment.

Key Responsibility Area

- Quality Management
- Procurement planning
- Financial Planning and Analysis (FP&A)
- Software Compliance Management
- Software License Management
- Subject Matter Expert in software licensing, compliance, software maintenance agreements and vendor licensing practices
- Reporting and Communication
- Incident/Task Tracking

Qualifications and Experience

Minimum: Grade 12 plus 3 year Diploma / Degree in business administration, or IT/related fields (NQF level 6),

Certification: ITIL Certification

Experience: 3-4 years' experience in contracting, software management and financial budgeting and planning. Experience in quality review of documentation, analysis of industry benching marking, management and compilation of software repositories and software lifecycle.

Technical Competencies Description

Knowledge of: Change/Incident/Problem Management or Project Management experience. Working knowledge of Incident/Problem/Change Management frameworks such as ITIL v3, TQM or ISO 9000:2000 (certification not required). Strong SQL skills to manage DB and scripts. Build of Software Repositories. Management of software lifecycles. Proven communication skills with multiple levels of an organization. Strong influencing and relationship management skills. Excellent ability to manage multiple high priority efforts/ competing priorities and flexibility to adjust to changing requirements, schedules and priorities.

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. 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 OR call 080 1414 882

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

Closing Date: 02 July 2025

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.