



VACANCY

REFERENCE NR	:	VAC04984
JOB TITLE	:	Specialist: Infrastructure Contract Portfolio
JOB LEVEL	:	C4
SALARY	:	R 390 414 – R 585 621
REPORT TO	:	Consultant: EUC
DIVISION	:	Provincial and Local Consulting
Department	:	Coastal Region
LOCATION	:	Western Cape
POSITION STATUS	:	Fixed Term Contract (Internal & External) 24 Months

Purpose of the job

To process supplier invoices, monitor and track business cases, monitor spent on BPA/PO and monitor contracts for all clients.

Key Responsibility Areas

- Accurate Processing of Suppliers Invoices within specified timelines of supplier contracts;
- Monitoring and tracking of IT Infrastructure contracts;
- Ensure that measuring and reporting upon the performance of the IT Infrastructure Service processes are in place and effective;
- Ensure that all the SCM service request are maintained and update on a weekly basis; and
- Reporting and Communication.

Qualifications and Experience

Required Qualification: 3-year Diploma / Degree in Financial Management/Business Administration/Contract Management or related field/ NQF level 6.

Experience: 3 – 4 years working experience performing request fulfillment management in a corporate/public sector organization.

Technical Competencies Description

Knowledge of: 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: Network/Infrastructure Management.

Interpersonal/behavioral competencies: Attention to Detail; and Analytical thinking.

How to apply

1. To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact eRecruitmentSupport@sita.co.za Or Buzwe.Fani@sita.co.za

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

Closing Date: 18 November 2022

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.
- CV`s sent to incorrect email address will not be considered