SITA

VACANCY		
REFERENCE NR	:	**VAC00806/24 & 1166/24**
JOB TITLE	:	**Specialist: Infrastructure Contracts Portfolio X2**
JOB LEVEL	:	**C4**
SALARY	:	**R 390 414 – R 586 621**
REPORT TO	:	**Consultant: Infrastructure Contracts Portfolio**
DIVISION	:	**IT Infrastructure Services**
DEPT	:	**ITI: Networks National & DOD**
LOCATION	:	**SITA Centurion**
POSITION STATUS	:	**Permanent (Internal & External)**

Purpose of the job

To process supplier invoices, monitor and track business cases, monitor spent on BPA/PO and monitor contracts for Network National and DOD.

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 Services processes are in place and effective.
  Ensure that all the SCM service request are maintained and update on a weekly basis

- Reporting and Communication.

Qualifications and Experience

Minimum: 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 sector organization.

Technical Competencies Description

Knowledge of: Computer Literacy Numerical PFMA, SITA Business processes, ERP, ITSM, Computer Based Knowledge experience in 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.

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

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: 22 April 2024

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.