



VACANCY -2398

REFERENCE NR	:	VAC00597
JOB TITLE	:	Specialist: Infrastructure Contracts Portfolio
JOB LEVEL	:	C4
SALARY	:	R 409 935 – R 614 903
REPORT TO	:	Consultant: Contract Management
DIVISION	:	IT Infrastructure Services
DEPT	:	SAPS: Networks
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 SAPS Networks Services.

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 requests are maintained and updated 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 fulfilment 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.

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 egovsupport@sita.co.za or call 080 1414 882

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

Closing Date: 11 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.