



#### VACANCY - 2121

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|-----------------|---|---|
| REFERENCE NR    | : | VAC00960                                |
| JOB TITLE       | : | Specialist: Infrastructure Provisioning |
| JOB LEVEL       | : | C4                                      |
| SALARY          | : | R 409 935 – R 614 903                   |
| REPORT TO       | : | Consultant: End User Computing          |
| DIVISION        | : | National and Regional Consulting        |
| DEPT            | : | RPL HOD Northern Region                 |
| LOCATION        | : | SITA Centurion                          |
| POSITION STATUS | : | Permanent (Internal & External)         |

#### Purpose of the job

To assist with the management of service request for data lines, client billing and processing of supplier invoices.

#### Key Responsibility Areas

- The provision and managing of a portfolio of support services to Line Managers;
- Provisioning of the SITA Network and Telecommunication infrastructure;
- Ensure that measuring and reporting upon the performance of the IT Infrastructure Service processes are in place and effective;
- Ensure that all the service request is maintained and update on a weekly basis;
- Reporting and Communication;
- Attend meetings.

#### Qualifications and Experience

**Minimum:** 3-year National Diploma / Degree in Office Administration or in Business Management / NQF level 6.

**Certification:** ITIL Foundation will be an added advantage.

**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](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 05 February 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.