



## VACANCY

<b>REFERENCE NUMBER :</b>	<b>VAC00665/25</b>
<b>JOB TITLE :</b>	<b>Specialist: IT Asset Management</b>
<b>JOB LEVEL :</b>	<b>C4</b>
<b>SALARY :</b>	<b>R 390 414 – R 585 621</b>
<b>REPORT TO :</b>	<b>Consultant: Service Delivery</b>
<b>DIVISION :</b>	<b>Service Management</b>
<b>DEPT :</b>	<b>Governance and Business Support</b>
<b>LOCATION :</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS :</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

The Service Delivery Specialist (ITAM) is responsible for ensuring an organisations' ICT assets are accounted for, deployed, maintained, upgraded, and disposed of when the time comes. Making sure that the tangible and intangible IT assets in SITA are tracked and being used. IT asset includes hardware, software systems and applications; most important assets are the computers and software licenses and/or subscriptions. IT assets have a finite period of use. One of the primary roles is maximise the value SITA can generate from these assets by proactive management of the IT asset lifecycle. It is important to align ITAM processes with SITA Business and Financial strategy with inputs from the Service Delivery Specialist (ITAM). The stages of asset lifecycle, which include planning, procurement, deployment, maintenance, and retirement must align to Business objectives with inputs from the Service Delivery Specialist (ITAM). Also important is understanding and reporting the total cost of ownership and reporting on SITA's risk exposure. The Service Delivery Specialist (ITAM) is responsible for engaging and assisting clients in understanding and controlling their software licensing, budgeting and costs. Avoiding legal pitfalls related to licensing by leveraging industry best practices. Drive compliance conducting asset management engagements, including baseline analysis, SAM practice assessments and compliance measures.

### Key Responsibility Area

- Configuration management.
- Create Governance structure.
- Contract management.
- Understanding BYOD and Implications to SITA.
- Performing an inventory of installed software

### Qualifications and Experience

**Minimum:** 3-year National Diploma / Degree in Information Technology @NQF level 6.

**Certification:** Certified in Hardware Asset Management. Certified in Software Asset Management. PMBOK. And Knowledge of ITIL Service Management will be added advantage.

**Experience:** 3-4 years' experience in IT Assets Management (Software and Hardware Asset Management).

### Technical Competencies Description

**Knowledge of:** Licensing knowledge and product use rights for Microsoft, Oracle, Anti- Virus Software, Adobe, etc. Copyright knowledge for software licensing. Software Asset Management knowledge and experience.

## 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](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 contact [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: 18 July 2024**

## 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.