



VACANCY

REFERENCE NR	:	VAC00629/23
JOB TITLE	:	Specialist: EUC Portfolio Provisioning
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Consultant EUS Portfolio Provisioning
DIVISION	:	NC: Provincial and Local Consulting
DEPT	:	Prov NC: End User Computing
LOCATION	:	Kimberley, Northern Cape
POSITION STATUS	:	2 Years Fixed term contract (Internal & External)

Purpose of the job

Manages the software lifecycle, contracts, financial management and analysis and adherence to quality standards within the End User Computing environment.

Key Responsibility Areas

Quality Management. Procurement planning. Financial Planning and Analysis (FP&A). Software Compliance Management. Software License Management. Subject Matter Expert in software licensing, compliance, software maintenance agreements and vendor licensing practices. Reporting and Communication. Incident/Task Tracking.

Qualifications and Experience

Minimum: Grade 12 plus 3-year Diploma / Degree in business administration, or IT/related fields (NQF level 6), Plus ITIL Certification.

Experience: 3-4 years' experience in contracting, software management and financial budgeting and planning. Experience in quality review of documentation, analysis of industry benchmarking, management and compilation of software repositories and software lifecycle.

Technical Competencies Description

Knowledge of: Change/Incident/Problem Management or Project Management experience. Working knowledge of Incident/Problem/Change Management frameworks such as ITIL v3, TQM or ISO 9000:2000 (certification not required). Strong SQL skills to manage DB and scripts. Build of Software Repositories. Management of software lifecycles. Proven communication skills with multiple levels of an organization. Strong influencing and relationship management skills. Excellent ability to manage multiple high priority efforts/ competing priorities and flexibility to adjust to changing requirements, schedules and priorities.

Interpersonal/behavioural competencies: Active listening, and Attention to Detail.

Other Special Requirements

Preference will be given to members of designated groups (Females).

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

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

Closing Date: 20 May 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 (Females).

- 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 applicants` 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