



## VACANCY

|                 |   |                                                         |
|-----------------|---|---------------------------------------------------------|
| REFERENCE NR    | : | VAC00600/26                                             |
| JOB TITLE       | : | Specialist: Infrastructure Contracts Portfolio          |
| JOB LEVEL       | : | C4                                                      |
| SALARY          | : | R 409 935 - R 614 903                                   |
| REPORT TO       | : | Consultant: Infrastructure Business Contracts Portfolio |
| DIVISION        | : | IT Infrastructure Services                              |
| DEPT            | : | ITI Hosting                                             |
| LOCATION        | : | SITA Erasmuskloof                                       |
| 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 ITI Hosting services.

### Key Responsibility Areas

- Manage, support and process all ITI Hosting Line Managers' SCM service requests.
- Monitor and track all ITI Hosting service requests' end-to-end Contract management lifecycle.
- Ensure that governance processes for measuring and reporting on the performance on the ITI Hosting contracts are in place and effective.
- Ensure that all the ITI Hosting SCM service requests are maintained and updated on a weekly basis.
- Reporting and Communication across all stakeholders involved.

### Qualifications and Experience

**Minimum:** 3-year Diploma / Degree in Financial Management/Business Administration/Contract Management or related field/ NQF level 6.

**Experience:** 3 – 5 years working experience performing SCM/ Contract Management request fulfilment management in a corporate/public sector organization.

### Technical Competencies Description

**Knowledge of:** Business Case management, Procurement, Contract Management, Supply Chain Management, PFMA, Change Control Management, Asset Management, Supplier Management, SLA Management, Performance Management, Financial Systems Project registration on ERP systems, and Communication Report Writing.

**Technical Competencies:** Procurement and Contract Management.

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

## 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 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: 24 October 2025**

## 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.
- 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 performance contract, assessment recommendation, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.