



VACANCY

REFERENCE NR	:	VAC00917/26, VAC00918/26 & VAC00919/26
JOB TITLE	:	Specialist: Infrastructure Provisioning X3
JOB LEVEL	:	C4
SALARY	:	R 409 935 – R 614 903
REPORT TO	:	Consultant: Infrastructure Provisioning
DIVISION	:	IT Infrastructure Services
DEPT	:	ITI Hosting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To assist the managers within ITI Hosting in terms of business support and adhering to governance processes for all infrastructure services.

Key Responsibility Areas

- Timeous and accurate billing of client on a monthly basis.
- Ensure that orders are loaded, and approvals are done by team to generate on the system to create a SITA Order and forward RE on system for approval via the different approval chains.
- Ensuring invoices received for the acquisition of infrastructure are quality assured and passed on to the responsible resource for processing together with relevant documentation.
- Monitors each request's progression, troubleshoot issues preventing fulfilment, and coordinates with internal teams through resolution.
- Compile monthly report on status of service requests per assigned Department.
- Timeous communication to management (especially for escalations)

Qualifications and Experience

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

Experience: 3 – 4 years working experience performing request fulfilment management, client billing and invoice processing 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: Client billing and service provide invoice processing.

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: 25 November 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.
- 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 into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.