



VACANCY -2276

REFERENCE NR	:	VAC00619
JOB TITLE	:	Supervisor Logistics and Office Admin
JOB LEVEL	:	C5
SALARY	:	R 478 420 - R 717 630
REPORT TO	:	General Manager: Support Services
DIVISION	:	Human Capital Management
DEPARTMENT	:	Facilities Management and Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To oversee the management of SITAs vehicle fleet, oversee office administrative operations and courier services, oversee Bulk storerooms stock and manage Support services Procurement requests and compliance to Service Level agreements.

Key Responsibility Area

- Implementation and Compliance to approved SLA's
- Financial duties.
- Establish Policies and Standard operating procedures.
- HR Management of direct reports.
- Oversee Bulk store stock control system.

Qualifications and Experience

Required Qualification: 3-year National Diploma/Degree in Logistics or Transportation Management or Business Management or Facility management.

Experience: 3 – 5 year's hands-on experience in the Logistics or Transportation Management or Business Management or Facility management environment.

Technical Competencies Description

Knowledge of: Safety and Environmental regulations and legislation. Project and Program Management Principles. Customer Relations Management. Contract administration. Understanding of SITA, its business operations. Fleet Management administration. Inventory system (stock control system) Postal and Courier management Front desk/Call centre management.

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 contact egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 30 April 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.