



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20240223/1434
BPS Vacancy Number:	VAC00249/25, 250, 251, 0135, 136-37, 0254, 55-256
Job Title:	Computer Operator (Mainframe)
Job Level:	C1
Vacancy Type:	Internal & External
Salary Range:	R245607.00 - R368411.00
Organisation Name:	State Information Technology Agency
Division:	ITI: Exec IT Infrastructure Services
Department:	ITI: Hosting DC Operations
Employment Type:	Permanent
Location:	SITA Centurion/DOD (Lyttleton Centurion)/ Numerus (PTA CBD)
Number Of Openings:	9

#### Purpose of Job:

Monitoring and Scheduling of Mainframe Systems, Cloud and Open Systems production, batch and backup tasks, including all operational consoles. The rendering of efficient application and monitoring of Data Centre environmental facilities in order to ensure optimal availability of systems and the Data Centre to the client/users

#### Responsibilities:

- .Monitoring of mainframe systems and consoles in conjunction with shift leader.
- .Prioritizing of daily mainframe tasks and monitoring thereof.
- .Completion of scheduling checklists and creation of system reports on Mainframe, Cloud and Open Systems.
- .Scheduling and monitoring of mainframe tasks according to production and backup schedules.
- .Monitoring, scheduling and production of all tasks related to Cloud Spheres and Open Systems within the operational environment and Off-Premise Clouds.
- .Environmental checks of Data Centre.
- .Website checklists.
- .Monitoring of the DOC (Data Centre Operations Centre)
- .Monitoring of NOC (Network Operations Centre) alerts.
- .Perform allocated internal procedures and tasks, including ad-hoc tasking.
- .Effective communication with team members and Shift Leader during shift.
- .Submission of applicable shift documents to Shift Leader during and before end of shift.
- .Ensure that work area is neat and tidy during each shift.
- .Resolve customer problems and incidents (user, performance, security, etc) in collaboration with other support groups.
- .Identify problems with production/batch and backup tasks on Mainframe Systems/ Cloud Spheres/Open Systems and escalate to correct standby.
- .Identify, act upon and escalate highlighted messages on console, dashboards and any other monitoring tools.
- .Follow up on escalations.
- .Manage incidents logged on incident management system.
- .Provide timeous communication to customers as well as SITA support staff (DBA's and Programmers) on incidents handled.
- .Liaise with clients, managers, technical staff and service providers to ensure requirements and SLA's are met.

#### Qualifications and Experience:

Minimum: 1 - 2-year National Higher Certificate in an ICT related field and/or equivalent / NQF level 5 or accredited specialised courses.

Experience: 1 - 2 years' experience in an End User Computing environment 1 - 2 years' experience as a Computer Operator.

#### Knowledge:

Knowledge of mainframe systems. Mainframe administration and housekeeping. Mainframe problem solving. Incumbent will be required to work shifts and overtime, including over weekends and statutory holidays.

Technical Competencies
Hosting Management
Data Centre, Cloud

Interpersonal and Behavioural Competencies
Active listening The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.
Attention to Detail The ability to ensure information is complete and accurate.
Analytical thinking Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.
Disciplined Showing a controlled form of behaviour or way of working, diligently.
Stress Management The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements
VAC00249/25, 250, 251, 0135, 136-37, 0254,55-256

How to apply
<p>To apply please log onto the e-Government Portal: <a href="http://www.eservices.gov.za/">http://www.eservices.gov.za/</a> and follow the following process;</p> <ol style="list-style-type: none"> <li>1. Register using your ID and personal information;</li> <li>2. Use received one-time pin to complete the registration;</li> <li>3. Log in using your username and password;</li> <li>4. Click on "Employment &amp; Labour";</li> <li>5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;</li> </ol> <p>Or, if candidate has registered on eservices portal, access <a href="http://www.eservices.gov.za/">http://www.eservices.gov.za/</a>, then follow the below steps:</p> <ol style="list-style-type: none"> <li>1. Click on "Employment &amp; Labour";</li> <li>2. Click on "Recruitment Citizen";</li> <li>3. Log in using your username and password;</li> <li>4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;</li> </ol> <p>For support, please send an email to: <a href="mailto:egovsupport@sitaco.za">egovsupport@sitaco.za</a> or Call: 0801414882</p>

Closing Date : 29 Feb 2024
----------------------------

Disclaimer
<p>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</p> <ol style="list-style-type: none"> <li>1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful</li> <li>2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for</li> <li>3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA</li> <li>4 Only candidates who meet the requirements should apply</li> <li>5 SITA reserves a right not to make an appointment</li> <li>6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant s documents Qualifications , and reference checking</li> <li>7 Correspondence will be entered to with shortlisted candidates only</li> <li>8 CV s from Recruitment Agencies will not be considered</li> <li>9 CV s sent to incorrect email address will not be considered</li> </ol>

\*\*\*\*\*NB: EMAILED CV'S WILL NOT BE ACCEPTED\*\*\*\*\*