



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20250117/2103
BPS Vacancy Number:	VAC 0042/26
Job Title:	Office Clerk
Job Level:	B3
Vacancy Type:	Internal & External
Salary Range:	R162236.00 - R243354.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: HOD Facilities & Physical Security
Employment Type:	Permanent
Location:	SITA Centurion
Number Of Openings:	1

#### Purpose of Job:

Provide administrative support to internal and external clients.

#### Responsibilities:

- .Stock control and inventory(stationery)
- .Courier Services
- . Venue Booking & General Office Administration

#### Qualifications and Experience:

Minimum Grade 12 NQF level 4 Certificate in Office Administration Business Administration.

Experience 0 - 1 years working experience as a Secretary Administration officer inventory Officer Office Administrator field in a corporate public sector organization including 2 years as a Stock controller General Administration Officer in a corporate public sector organization.

#### Knowledge:

Computer literacy MS Word PowerPoint Excel PFMA SITA business processes ERP Stationery Internal Recovery System Mail selection, sorting and distribution Courier service distribution and recoveries Venue booking system.

#### Technical Competencies

#### 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 ensures information is complete and accurate.

#### Additional Requirements

N/A

#### How to apply

To apply please log onto the e-Government Portal: <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 <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “Recruitment Citizen”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) or Call: 0801414882

Closing Date : 23 Jan 2025

Disclaimer

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