



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20250423/2282
BPS Vacancy Number:	VAC000327
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:	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 or Call: 0801414882

Closing Date : 29 Apr 2025

Disclaimer

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