



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20250529/2331
BPS Vacancy Number:	VAC00500/26 & VAC00278/26
Job Title:	Admin Operational: Asset and Configuration Management
Job Level:	C1
Vacancy Type:	Internal
Salary Range:	R257888.00 - R386832.00
Organisation Name:	State Information Technology Agency
Division:	SM: Exec Service Management
Department:	EUC : National Support
Employment Type:	Contract
Contract Duration:	3 years
Location:	SITA Centurion
Number Of Openings:	2

Purpose of Job:

Working as part of a team to ensure efficient, effective and accurate Asset, Configuration and Lifecycle management and related reports in the planning, maintenance and retirement of all client installation and configurations in the shortest time to ensure minimum disruption to the customers

Responsibilities:

Asset, Configuration and Life Cycle Management User Advise To implement the Support Services business plan Transfer of Skills and Support

Qualifications and Experience:

Minimum qualification requirement 1 2 year National Higher Certificate in a relevant discipline NQF level 5 Certificate in Asset Management and accredited specialized courses A International Accreditation N International Accreditation Minimum of 2 to 3 years experience in IT with hands on technical support Knowledge of software and hardware platforms Call Centre Helpdesk Experience, 2 years and understanding of asset, configuration and life cycle management

Knowledge:

Adaptability Motivation Professionalism Team work Technical skills Creativity and Time management

Technical Competencies

Information Management

The overall governance of how all types of information, structured and unstructured, whether produced internally or externally, are used to support decision-making, business processes and digital services. Encompasses development and promotion of the strategy and policies covering the design of information structures and taxonomies, the setting of policies for the sourcing and maintenance of the data content, and the development of policies, procedures, working practices and training to promote compliance with legislation regulating all aspects of holding, use and disclosure of data.

Interpersonal and Behavioural Competencies

Attention to Detail

The ability to ensures information is complete and accurate.

Continuous Learning

The ability to constantly expand one's skill set.

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 : 09 Jun 2025

Disclaimer

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