



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20260311/2824
BPS Vacancy Number:	VAC00383/27
Job Title:	Admin: Infrastructure Provisioning
Job Level:	B5
Vacancy Type:	Internal
Salary Range:	R220972.00 - R331457.00
Organisation Name:	State Information Technology Agency
Division:	ITI: Exec IT Infrastructure Services
Department:	ITI: HOD SAPS Network Services
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

#### Purpose of Job:

Providing administrative support to ensure efficient operation of the governance office. Supports managers and employees through a variety of supplier contracts, supplier invoices, client SLAs, client billing and other administrative tasks related to the organization and communication.

#### Responsibilities:

Proactively and accurately update customers throughout the life of their provisioning case(s). Accurately interpret customer requirements and orders to enable a clean and timely service provision and customer on-boarding / offboarding experience. Invoice Processing and Client Billing. Provide an efficient administration service to internal and external clients. Implementing policies and governance processes.

#### Qualifications and Experience:

Required Qualification Grade 12 plus a Certificate in Office Administration /or Business Administration/ Inventory Management at NQF level 4.

Experience: 1-2 years working experience as a receptionist/Office administration/Inventory management field in a corporate/public sector organization.

#### Knowledge:

Computer literacy Numerical PFMA SITA business processes ERP ARS and/or ITSM Minimum ITL V3 foundation General administration Postal and Courier management Telephone etiquette Front desk management Customer service Call centre management Stock inventory Understanding of how projects are managed.

#### Technical Competencies

Network/Infrastructure Management

The operation and control of the IT infrastructure (comprising physical or virtual hardware, software, network services and data storage) either on-premises or provisioned as cloud services) that is required to deliver and support the information systems needs of a business. Includes preparation for new or changed services, operation of the change process, the maintenance of regulatory, legal and professional standards, the building and management of systems and components in virtualised and cloud computing environments and the monitoring of performance of systems and services in relation to their contribution to business performance, their security and their sustainability. The application of infrastructure management tools to automate the provisioning, testing, deployment and monitoring of infrastructure components.

#### 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.

#### Continuous Learning

The ability to constantly expand one's skill set.

#### Disciplined

Showing a controlled form of behaviour or way of working, diligently.

#### Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

#### Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

#### 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 : 07 Apr 2026

#### Disclaimer

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

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 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
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV's from Recruitment Agencies will not be considered.

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