



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260327/2861
BPS Vacancy Number:	VAC00353/27
Job Title:	Specialist: ETDP
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	ADM: Exec Apps Development & Maintain
Department:	ADM IFASS: Application Training
Employment Type:	Permanent
Location:	SITA Centurion
Number Of Openings:	1

Purpose of Job:

To deliver a total application/IT training service according to the training development cycle and best practices.

Responsibilities:

- Design, develop and maintain training material.
- Facilitate training by using a variety of methodologies.
- Knowledge transfer.
- Comply with SITA corporate and departmental policies and business processes.
- System testing.
- Identify and report service risks.
- Project involvement.

Qualifications and Experience:

Required Qualification: 3-year National Diploma / Degree in Education, Training and Development Practices (ETDP) OR BA / BSc / BCom / BIT / BCompSc / BTech (NQF Level 6) plus an ETDP related certificate.
Experience: 3 - 5 years' experience in a training environment, of which at least 2 years is in an application/IT-related training environment.

Knowledge:

Knowledge of: IT/IS application training environment and training cycle; Client's business culture, processes, policies and procedures; Various training methodologies and technologies; Current training legislation; Training quality standards; Assessment methodologies and tools. Knowledge and experience of e-learning design and development will be an advantage.

Technical Competencies

Implementation Management

The definition and management of the process for deploying and integrating new digital capabilities into the business in a way that is sensitive to and fully compatible with business operations.

Interpersonal and Behavioural Competencies

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.

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 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*****