



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20260511/2920
BPS Vacancy Number:	VAC00526/27
Job Title:	Driver
Job Level:	B5
Vacancy Type:	Internal & External
Salary Range:	R220972.00 - R331457.00
Organisation Name:	State Information Technology Agency
Division:	CE: Office of the CEO
Department:	CE: Office of the CEO
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

#### Purpose of Job:

To provide safe, reliable and efficient transportation services, ensuring timely travel and maintaining the assigned vehicle in a clean and roadworthy condition.

#### Responsibilities:

- Provision of Executive travel support services for SITA.
- Handle minor and coordinate major vehicle maintenance indirectly through third party service companies.
- Run various errands as and when required.
- Assist with office administration as and when required.

#### Qualifications and Experience:

Minimum: Grade 12 / Matric (NQF 4) or equivalent.

Certification: A current and valid South African Driver's License and Valid Professional Driving Permit (PDP). Additional driving or transport-related certification will be an added advantage.

Experience: 1 – 2 Years of experience of being a personal driver to a Senior Executive/ Personal Chauffeur experience.

#### Knowledge:

Knowledge of: Good knowledge of road networks and South African traffic laws. Familiarity with GPS devices and navigation tools. Basic vehicle maintenance knowledge. Understanding of organisational transport policies and procedures. Excellent time management skills. Exceptional problem solving and decision-making skills. Emotional Intelligence. Knowledgeable in driving high end luxury cars. Flexible and innovative, with strong sense of responsibility. Good verbal and written communicative skills (English language). Ability to exercise extreme confidentiality and discretion.

Client orientation and good customer service skills. Computer literacy. Have punctuality and a strong sense of urgency. Ability to be always focused and alert. Ability to drive long distances and sit for long periods of time. Knowledge and experience in advanced troubleshooting is an advantage. Knowledge of car mechanic and troubleshooting is an advantage. Must be willing to work extended hours, maintain a flexible schedule, and be available to work on weekends and public holidays as operational demands require.

#### Technical Competencies

## Facilities Management

A range of disciplines and services to ensure the functionality, comfort, safety and efficiency of a built environment — kitchens, buildings and grounds, infrastructure and real estate.

## General Administration

Providing support for all SITA employees in administrative duties which include the tasks and activities that are part of the daily operations of the business.

## Customer Relationship Management

The systematic identification, analysis, management, monitoring and improvement of stakeholder relationships in order to target and improve mutually beneficial outcomes. Gains commitment to action through consultation and consideration of impacts. Design the relationship management approach to be taken; including roles and responsibilities, governance, policies, processes, and tools, and support mechanisms. Creatively combines formal and informal communication channels in order to achieve the desired result. CRM & Client Contract Management

## 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.

### 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 : 18 May 2026

## Disclaimer

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