



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260908/3109
BPS Vacancy Number:	VAC00337/27
Job Title:	Accounts Payable Officer
Job Level:	C3
Vacancy Type:	Internal & External
Salary Range:	R351254.00 - R526880.00
Organisation Name:	State Information Technology Agency
Division:	FIN: Office of the CFO
Department:	FIN: HOD Financial Accounting
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To implement the timely and accurate monthly processing of supplier invoices and reconciliations to ensure that suppliers are paid in line with payment terms.

Responsibilities:

- Timely and accurate processing of supplier invoices to ensure that payments are effected as per payment terms.
- Implement policies and procedures for the environment to ensure compliance.
- Prepare Suppliers statement reconciliation to ensure accuracy and completeness of SITA's liabilities.
- Manage the risk relating to allocated suppliers.
- Critically analyse and assess the status of suppliers.

Qualifications and Experience:

Minimum: Grade 12 plus Finance related 3-year National Diploma (NQF 6)

Experience: 3-4 years relevant experience in a financial environment.

Knowledge:

Knowledge of: Good knowledge of Generally Recognized Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision.

Technical Competencies

Interpersonal and Behavioural Competencies

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 : 16 Sep 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*****