



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260910/3121
BPS Vacancy Number:	VAC00775/27
Job Title:	I-Expense Officer
Job Level:	C2
Vacancy Type:	Internal
Salary Range:	R300971.00 - R451457.00
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 effectively and efficiently process all travel related transactions (travel claims, advances and travel agent invoices) in the company.

Responsibilities:

- To timeously and accurately process all travel related claims and advances for payment.
- To timeously and accurately process all pre-approvals Local and International
- To timeously and accurately process supplier (travel agent) invoices to ensure that payments are effected as per payment terms
- Prepare general ledger and supplier reconciliations
- Prepare Monthly S AND T reports
- Implement policies and procedures for the environment to ensure compliance.

Qualifications and Experience:

Minimum: Grade 12 plus 1 Year Financial Related Diploma (NQF Level 5).

Experience: 2-3 years' experience applicable to the specified discipline Understand the basic theoretical reasoning and detailed practical applications behind the process or system.

Knowledge:

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

Technical Competencies

Financial Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

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 ensures information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

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 : 18 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*****