



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260915/3129
BPS Vacancy Number:	VAC00471/27 & VAC00746/27
Job Title:	Fixed Assets Officer
Job Level:	C1
Vacancy Type:	Internal
Salary Range:	R257888.00 - R386832.00
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:	2

Purpose of Job:

To effectively administer fixed asset acquisitions, the day to day maintenance of the fixed asset register and disposal of assets.

Responsibilities:

- To co-ordinate Fixed Asset acquisitions and disposals to ensure a current, accurate and complete Asset Register.
- To maintain the fixed assets, register.
- To assess and evaluate information in order to tests assets for impairment, including sometimes contradicting information.
- To conduct physical asset verification.
- To attend to and resolve asset related queries.
- Implement policies and procedures for the environment to ensure compliance.

Qualifications and Experience:

Minimum:3-Year Diploma / Degree in Financial Accounting.
Experience: 1- 2 years Fixed Asset Management and /or Finance.

Knowledge:

Knowledge of: Good knowledge and understanding of Generally Recognised 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

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

Attention to Detail

The ability to ensures information is complete and accurate.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

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

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 : 22 Oct 2026

Disclaimer

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