



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20261016/3160
BPS Vacancy Number:	VAC00128/26
Job Title:	Space Planner
Job Level:	C5
Vacancy Type:	Internal
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	FIN: Office of the CFO
Department:	Facilities Management and Physical Security
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To plan, coordinate, monitor and optimise the utilisation of SITA office accommodation and facilities nationally through strategic space planning, occupancy management, workplace design, facilities data analysis, relocation coordination and compliance with workplace standards.

Responsibilities:

- Coordinates all moves and relocations between SITA buildings.
- Information gathering and Research current trends.
- Design, develop and optimise office accommodation.
- Coordinates change in facility environment and support systems.

Qualifications and Experience:

Minimum: National Diploma or Bachelor's Degree (NQF Level 6) in Architecture, Architectural Technology, Facilities Management, Interior Design, Property Studies, Construction Management, Space Planning and Workplace Strategy, Built Environment, or related discipline.

Experience: 3 - 5 years of facilities space management or directly related experience. Space utilisation and facilities management. Skill in analysing and determining space utilisation and facilities inventory. Skill in both verbal and written communication.

Knowledge:

N/A

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.

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.

Empathy

The ability to understand and share the feelings of another.

Inclusivity

The practice or policy of including people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups.

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 : 27 Oct 2026

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted candidates only. Preference will be given to members of designated groups. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. Applications received after the closing date will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only candidates who meet the requirements should apply. SITA reserves the right not to make an appointment. The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicants' documents (Qualifications), and reference checking. Correspondence will be entered into with shortlisted candidates only. CV's from Recruitment Agencies will not be considered.

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