



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20261016/3161
BPS Vacancy Number:	VAC00084/27
Job Title:	Planned Preventative Maintenance Manager
Job Level:	D1
Vacancy Type:	Internal
Salary Range:	R558347.00 - R837521.00
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:

manage, plan and coordinate planned preventative maintenance and checklists of facilities and assets, ensuring reliability, compliance, cost-effectiveness and reduced unplanned breakdowns.

Responsibilities:

- Planned Preventative Maintenance Programme.
- Contract, Compliance, Risk and Continuous Improvement.
- Policies, Procedures and Governance.
- Maintenance Planning, Budgeting and Resources.
- Maintenance Performance and Service Delivery.

Qualifications and Experience:

Minimum: 3 Year Diploma/Degree NQF 6 in the relevant field in Facilities Management or National diploma in Electrical / Mechanical.
 Certification: Accredited in electrical or plumbing. Red seal in electrical or plumbing. Will be an added advantage
 Experience: 5-6 years' experience applicable to the specified discipline. Understand the basic theoretical reasoning and detailed practical applications behind the process or system.

Knowledge:

Technical knowledge Prioritization and organization skills People development Facilities maintenance management Building maintenance.

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.

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

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.

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 : 27 Oct 2026

Disclaimer

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