

POSITION NUMBER : 60058667
JOB TITLE : IT ASSETS AND RISK OFFICER
JOB GRADING : C5
BUSINESS UNIT : INFORMATION TECHNOLOGY
LOCATION : HEAD OFFICE_PRETORIA
POSITION STATUS : PERMANENT

Purpose Statement

Responsible for the implementation of the Postbank IT asset management policies, processes, procedures, and the establishment and maintenance of the IT assets register / configuration management database (CMBD). The job also entails good practice, and controls that ensure effective and efficient management of IT assets, in line with legislation/regulations. The role will be responsible for Enterprise-wide IT Asset Governance ownership, policy design authority, ITAM strategy development and roadmap, executive reporting to CIO, IT budget oversight, and decision-making authority on asset standards.

Job Responsibilities

- Manage IT assets, including software, software subscriptions, hardware and leases in support of our managed services.
- Maintain the integrity of asset data on CMBD and the processes/reporting required to ensure software compliance, hardware tracking/retirement, proactive identification of support renewals and lease expirations to enable Postbank and T Procurement to effectively negotiate and/or identify alternatives.
- Research industry best practices and trends to identify and recommend opportunities for Postbank
- Conduct periodic IT asset management assessment/audits
- Ensure compliance with regard to good practice and submission of reports required by all relevant regulatory and assurance bodies.
- Coordinate timely deployment of IT assets and generation and distribution of asset utilisation reports.
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- Coordinate timely deployment of IT assets and generation and distribution of asset utilisation reports.

Role Requirements:

Qualifications:

- Advanced Diploma\Degree in Computer Science, Information Systems, Computer Engineering, Systems Analysis or a related discipline.
- ITIL Intermediate or ITIL 4 Managing Professional
- COBIT knowledge
- NQF Level 7 bachelor's degree would be an added advantage.
- Certified IT Asset Management Professional will be an advantage

Experience and Knowledge of:

- 5-7 years IT industry experience with 3+ years of experience working in Service management and or IT operations
- 5-7 years' experience with IT Asset Management or related field
- Adequate understanding of IT operations
- PFMA
- Fixed asset policies, procedures, rules and regulations
- Systems Manuals

Skills and Attributes

- Interpersonal, Time management, Analytical, Honesty & integrity, Communication (verbal & written), Professional, Problem-solving, Self-motivated, Attention to detail and accuracy, Enthusiastic, Co-ordination, Flexibility, Good computer skills, Work under stress, Ability to apply and adhere to quality standards / handle a degree of routine tasks, Resourceful, Persuasive, Persistence, Interpersonal, Teamwork.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@Postbank.co.za

Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

07 April 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.