



Memo

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TO: ALL SITA EMPLOYEES

RE: INTERNAL BURSARY ADVERT (2025 MID-YEAR INTAKE)

Dear SITAzens

SITA INTERNAL BURSARY SCHEME

PURPOSE – serves as a catalyst in improving the skills, knowledge and capability of the SITA employees.

Human Capital Learning & Development has a strategic responsibility to uplift SITA in becoming a High-Performance Organisation through learning and skills development

Applications are invited from SITAzens wishing to further their studies through the SITA bursary programme for the 2025 academic year. Fixed term contractors with sufficient employment contract that will cover the workback contract are encouraged to apply.

NOTE: Please familiarise yourself with the bursary guiding principles as reference prior to application.

The following will be followed during the adjudication of the applications:

- ☒ Courses that support the SITA business model and strategic objectives
- ☒ Succession Management identified candidates.
- ☒ Only accredited and recognised higher learning institutions will be considered; therefore, the bursary scheme caters for **SAQA accredited programmes/qualifications that are NQF aligned** which run from a period of **12 months** and above.
- ☒ The qualification should be in line with the employee's job requirement and/or personal development plan.
- ☒ Only part-time studies will be funded.
- ☒ Priority will be given to public institutions with a maximum tuition cost of **R40 262,75** per year for undergraduate studies and **R56 367,85** for postgraduate studies.
- ☒ In an event where the applicant elects to study at a private institution, SITA will cover a maximum tuition cost of **R40 262,75** for undergraduate studies and **R56 367,85** for postgraduate studies. The balance will be covered by the employee.
- ☒ The bursary scheme will over and above the tuition fees cover prescribed textbooks/study material to the value of **R4 026,27 per annum**;
- ☒ SITA shall not award bursaries retrospectively; the bursary will therefore only be granted for the remainder of the study period.
- ☒ SITA budget availability.



HOW TO APPLY:

The following documents must be submitted:

- 📄 Fully completed and signed bursary application form (see attached);
- 📄 Acceptance/Admission/Confirmation letter/Proof of registration from the institution (applicable to applicants who are currently registered at the institution).
- 📄 For FTC employees, to attach the addendum that indicates employment contract start and end dates as well as supporting documentation such as a written motivation from the line of business confirming the extension of the employment contract based on the approved SLA. The contract should have been extended by the time of application and the contract period should include the work-back obligation, not just the study period. For further information, kindly refer to the bursary principles supporting documentation applicable as outlined in the bursary principles).

Application forms and supporting documents should be submitted to the following email address:

Internalbursaries@sita.co.za .

The closing date for applications is **11 July 2024**.

NB: Late applications will not be considered and business cases are not required for bursary applications

- 📌 For any enquiries in this regard can be directed to Lebogang Monama at Lebogang.Monama@sita.co.za.

Ms Samukelisiwe Dube
Executive: Human Capital Management

25/06/2025

Date