



VACANCY

REFERENCE NR	:	Admin-TOM-Apr-2018
JOB TITLE	:	Admin Support-Tender Office Management X1
JOB LEVEL	:	B4
SALARY	:	R 175 611 – R 292 684
REPORT TO	:	Specialist Tender Office Management
DIVISION	:	Support and Governance
Department	:	SCM-Procurement Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Fixed Term Contract - 12 Months (Internal/External)

Purpose of the job

To provide general administrative support to the Tender Office with emphasis on the coordination of inbound and outbound tender documentation within compliance and governance frameworks.

Key Responsibility Areas

Provide general administration support to the Tender Office which ensures efficient operation of the office;
Control and monitor filing system and computer data bases; and
Provide customer service to Procurement functional areas/ Lines of Business and other stakeholders relating to Tender Office issues.

Qualifications and Experience

Minimum: Matric (Grade 12) plus a 1 year certificate in Supply Chain Management/Procurement (NQF level 5).

Experience: 1 year in Procurement / Supply Chain Management required.

Technical Competencies Description

Knowledge of: Procurement and supply chain best practices; SCM/Procurement processes and procedures; Legal aspects for Procurement; Computer literacy; Experience in Oracle ERP Systems, Database management systems, Procure -to-pay processes and e-Procurement/e-Tendering will be an added advantage.

Skills: Planning and organising; financial management; Problem solving skills; Business acumen; Report writing; Strong customer service focus; Good communication skills; strong networking and consultation skills; Collaboration and team player; and willingness to learn across all functions.

Other Special Requirements

N/A.

How to apply

Kindly send your CV to masoko.recruitment@sita.co.za

Closing Date: 25 April 2018

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed 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. Please clearly indicate the reference number of the position you are applying for.
- 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 a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.