VACANCY

REFERENCE NR	:	**VAC02296/21**
JOB TITLE	:	**Buyer**
JOB LEVEL	:	**C2**
SALARY	:	**R 230 332 - R 383 887**
REPORT TO	:	**Manager Procurement**
DIVISION	:	**Provincial and Local Consulting**
Department	:	**Supply Chain Management**
LOCATION	:	**KZN**
POSITION STATUS	:	**Permanent (Internal / External)**

Purpose of the job

To purchase the best Information Communication Technology goods and services at best value for SITA and government and ensure that supply chain management resources are focused on most priority ICT areas for government.

Key Responsibility Areas

- Process and re-assign purchase requisitions;
- Verification and validation of supporting documents to the process relating to the creation of purchase orders;
- Creation of Purchase Orders
- Monitor compliance to regulations, and any instructions issued by National Treasury from time to time
- Facilitate the expediting of purchase orders

Qualifications and Experience

Minimum: Grade 12 PLUS 1 - 2 year National Higher Certificate in Business Management/ Logistics and/ or Commercial law or any qualification in the relevant discipline equivalent to NQF level 5.

Experience: 2-3 years' experience within the Supply Chain Management and Procurement environment. ICT procurement experience will be an advantage Experience in Public Sector Procurement would be an added advantage, with exposure to the following: Public Finance Management Act Preferential Procurement Policy Framework Act Broad Based Black Economic Empowerment Codes and Regulations Treasury Regulations.

Technical Competencies Description

Knowledge of: Basic Knowledge and understanding of: Procurement and supply chain best practices SCM/Procurement processes, procedures and transaction systems Knowledge and market understanding of the ICT environment Purchasing and order management knowledge with emphasis on quick turnaround times for clients and Lines of Business Demand forecasting and planning Facilitation of supplier negotiations Supply Value Chain analysis Legal aspects for Procurement Tender administration and management Contract management and purchasing Order management/Procure-to-pay.

Skills: Business Writing, Financial Accounting, Information Management, Management Accounting, Supply Chain Management, Corporate Governance.

Interpersonal/behavioral competencies: Active listening, Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, Empathy, Inclusivity, Resilience, and Stress Management.

Other Special Requirements
N/A

How to apply

Internal candidates must apply using this email address: Ncami.internalkznrecruitment@sita.co.za

External candidates must apply using this email address: kznrecruitment@sita.co.za

Closing Date: 13 May 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV's sent to incorrect email address will not be considered.