



VACANCY

REFERENCE NO	:	HODCOE_04/2020/ ERRATUM
JOB TITLE	:	Head of Department: Centre of Excellence
JOB LEVEL	:	E2
SALARY	:	Negotiable
REPORTS TO	:	Executive Supply Chain Management
DIVISION	:	Supply Chain Management
Department	:	Centre of Excellence
LOCATION	:	Erasmuskloof, Pretoria
POSITION STATUS	:	Fixed Term Contract – 5 Years

Purpose of the job

To ensure that the SCM environment operates with best practice standards and state of the art enabling technology, ensuring the most effective and efficient procurement of goods and services. Provision of internal business and systems support services to the procurement, strategic sourcing and supply chain management, contract management, vendor management and development and procurement support Units, that enables procurement to achieve a customer focus ethos that delivers goods and services at a demonstrably improved and competitive cost.

Key Responsibility Areas

Develop monitoring tools for SCM Performance management thereby ensuring that SCM achieves all performance targets;

Develop the procurement electronic sourcing system strategy (P2P system), including e-requisitioning, e-procurement, e-ordering, catalogues and e-invoicing to enable further expansion of online purchasing for government clients;

Implement policies, processes, procedures and guidelines to enable the provision of efficient and effective procurement policies;

Develop a Revenue Model for Procurement as a Service;

Provide administrative support to adjudication committee's;

Conduct independent process reviews on the SCM process in order to ensure compliance to set standards and process as prescribed by existing policies and regulations;

Management of special projects and initiatives within SCM in order to institutionalise all SCM best practices and enable continuous improvement of process and procedures;

Manage execution of tender office activities;

Procurement application/systems management;

Lead the effective management of Supply Chain Enterprise Risk Management;

Monitor, report and analyse risk, legal and compliance management processes, exposures and trends;

Financial and business management; and
Human Capital Management (Leadership).

Qualifications and Experience

Minimum Qualifications: Bachelor degree with Honours: Commerce/ Engineering/ IT or related. MBA/MBL will be an added advantage.

Registration with Procurement and Supply Chain Management professional bodies will serve as an added advantage (e.g. MCIPS).

Experience: 8+ Years in Procurement and Supply Chain Management role in a transformational position including exposure to the following:

- 8+ years' experience within the Supply Chain Management and/ or Procurement environment, experience at Senior Management in the Corporate/ Public Sector organization.
- Commodity and Strategic Sourcing.

Technical Competencies Description

Knowledge of: Supply Chain Management legislation, policies, processes and procedures, Supply chain management within the public sector, Strategic sourcing, Tender administration and management, Contract management and purchasing, Demand management, Supply chain technology enablement - budgeting systems, e-Tendering/Reverse Auctions, Supplier Management, Contract Management, Business Process Re-engineering, Knowledge Management Principles, The Law of Contracts, Bid Management & Evaluation, Business Writing, Oracle SCM Module, SCM Regulatory Frameworks, King III.

Skills: Collaboration, Communicating and Influencing, Outcomes Driven, Planning and Organising, Managing People and Driving Performance, Responding to Change and Pressure, Strategic Thinking, Customer Experience, Innovation, Creative Problem solving, Decision making, Interpersonal skills, Resilience, Detail orientated, Analysing Professionalism, Emotional intelligence.

How to apply

Kindly forward your CV to: sophia.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 23 April 2020

Disclaimer

SITA is an Employment Equity employer and these positions will be filled based on Employment Equity Plan. 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 the right not to make an appointment;
- Appointment is subject to getting a positive security clearance, the signing of a contract of employment verification of the applicant`s documents (Qualifications) and reference checking;
- Correspondence will be entered into with shortlisted candidates only.