



VACANCY

REFERENCE NO	:	HODCM_04/2020 / ERRATUM
JOB TITLE	:	Head of Department: Contract Management
JOB LEVEL	:	E2
SALARY	:	Negotiable
REPORTS TO	:	Executive Supply Chain Management
DIVISION	:	Supply Chain Management
Department	:	Contract Management
LOCATION	:	Erasmuskloof, Pretoria
POSITION STATUS	:	Fixed Term Contract – 5 Years

Purpose of the job

To lead and provide strategic direction, ensuring successful contract management and supplier relations management processes, policies and mechanisms that maximize cost efficiencies and customer satisfaction with the provision of services that enable organs of State.

Key Responsibility Areas

- Develop and ensure implementation of contract management strategies, processes, procedures, policies and governance frameworks that enable contract management best practices.
- Drives contract management optimisation within SITA.
- Lead an effective Contract Management function in order to leverage on economies of scale and cost effective procurement and to provide value for money to clients.
- Ensure a pro-active approach to contracting management and improve Contract Management efficiencies.
- Lead Supplier Relations Management and Enterprise Development.
- Develop and implement effective commodity sourcing strategies in support of the client requirements and SITA ICT Operations Strategic Plan.
- Manage resources (i.e. budget/finances, asset/) within the Unit in order to ensure the efficient operation of Department.
- Manage human resources in order to ensure the efficient operation of the Department.

Qualifications and Experience

Minimum Qualifications: Bachelor degree with Honours: Commerce/ Engineering/ IT or related;

- ✓ MBA/MBL and Registration with Procurement and Supply Chain Management professional bodies an added advantage.

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

- ✓ Strategic Procurement and Supply Chain Management
- ✓ Strategic Leadership (Managing a complex business / organisation successfully)
- ✓ Strategic Financial Management
- ✓ Strategic Contract Management
- ✓ Strategic Commodity Management
- ✓ Business and Supply Intelligence Analytics
- ✓ Strategic People Management / Development
- ✓ Strategic Operations Management
- ✓ Strategic Stakeholder Management
- ✓ Strategic Policy Formulation and ensuring successful Implementation (whole of GOVTECHSOURCE)

Technical Competencies Description

Knowledge of: Procurement and Supply Chain Best Practices, Deep understanding of procurement processes and different contract types, Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Codes and Regulations, Treasury Regulations, Procurement and supply chain best practices, SCM/Procurement processes, procedures and transaction systems, Knowledge and market understanding of the ICT environment, Deep understanding of different contract types, Understanding of the Law of Contracts, Understanding document management practices, Strategic sourcing methodologies, Financial management and cost analysis, Supply Value Chain analysis, Risk management, Business and Supply Intelligence Analytics, Strategic policy formulation and implementation , Performance management and monitoring, Strong Financial management, Strong Project management, Integrated change and transformation management.

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 and ability to develop effective working relationships and work collaboratively across various business units.

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.