



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC00878/22</b>
<b>JOB TITLE</b>	:	<b>Head of Department: Procurement</b>
<b>JOB LEVEL</b>	:	<b>E2</b>
<b>SALARY</b>	:	<b>R 1 339 003 - R 2 008 505</b>
<b>REPORT TO</b>	:	<b>Executive Supply Chain Management</b>
<b>DIVISION</b>	:	<b>Supply Chain Management</b>
<b>Department</b>	:	<b>Procurement</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>5 Years fixed term Contract (Internal &amp; External)</b>

### Purpose of the job

To strategically position the Procurement division to transform and lead government ICT procurement within the principles of Value for Money, Transparency and Accountability and enable the entire public sector service delivery through effective procurement management processes, policies and acquisition frameworks that leverages on cost excellence and customer satisfaction.

### Key Responsibility Areas

- Lead an effective Procurement function and provide oversight of procurement activities;
- Maintain excellent relationships with current and prospective vendors, conduct due diligence and analysis on prospective vendor relationships, and develop long-term alliances (including participation in purchasing alliances/cooperatives) to ensure adequate and cost effective sourcing of products and services;
- Effectively lead Supply Chain Enterprise Risk Management. legal and compliance management processes, exposures and trends;
- Work closely with SITA ICT service delivery and operations to achieve operational objectives (cost, quality, delivery, and asset management);
- Oversee the process of selecting and managing suppliers;
- Develop and implement effective commodity sourcing strategies in support of the client requirements and SITA ICT Strategic Plan;
- Ensure effective management of resources (i.e. budget/finances, asset) within the Unit;
- Ensure effective Human Capital Management (Leadership); and
- Manage compliance management processes within the department.

### Qualifications and Experience

**Minimum:** Bachelor's degree with Honours in Commerce/ Engineering/ IT or related.

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:

- 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

**8+ years'** experience within the Supply Chain Management and/ or Procurement environment, experience at Senior Management in the Corporate/ Public Sector organization with knowledge and understanding of the following:

Supply Chain Management legislation, policies, processes and procedures

- Procurement and Supply Chain best practices
- Supply chain management within the public sector
- Expertise in Contract management and purchasing
- Commodity and Strategic Sourcing
- Tender administration and management
- Ability to work with key vendor partners on shaping the product direction in support of both business and technology needs while ensuring a robust and cost-effective ICT environment.

#### Technical Competencies Description

**Knowledge of:** Procurement and Supply Chain Best Practices; Public Finance Management Act; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Codes and Regulations; Treasury Regulations; SCM/Procurement processes, procedures and transaction systems; Knowledge and market understanding of the ICT environment; Understanding of different contract types; 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; Planning and organising; Strong Project management; Integrated change and transformation management.

**Leadership Competencies:** 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, Honesty, integrity and fairness.

#### Other Special Requirements

N/A

#### How to apply

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

**Closing Date: 28 May 2021**

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