



## VACANCY

REFERENCE NR	:	VAC02144/21
JOB TITLE	:	Head of Department: Centre of Excellence
JOB LEVEL	:	E2
SALARY	:	R 1 339 003 - R 2 008 505
REPORT TO	:	Executive Supply Chain Management
DIVISION	:	Supply Chain Management
DEPT	:	SG Proc: Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	5-year Fixed Term Contract

### Purpose of the job

To provide strategic and operational leadership and oversight in the digitization of the SITA SCM environment towards the provision of effective and efficient customer-focused business and systems support services in line with international best practice and the SITA organizational strategy.

### Key Responsibility Areas

- Develop monitoring tools for SCM Performance management thereby ensuring that SCM achieves all performance targets;
- Develop and ensure the implementation and monitoring of an SCM Digitization Strategy and Plan;
- Implement policies, processes, procedures, and guidelines to enable the provision of efficient and effective procurement practices and services;
- Provide administrative support to bid specification and adjudication committees;
- Manage execution of tender office activities;
- Procurement data management;
- Lead the effective management of Supply Chain Enterprise Risk Management;
- Financial and business management;
- Human Capital Management (Leadership); and
- Manage compliance management processes within the department.

### Qualifications and Experience

**Minimum:** Bachelor's degree with Honours (NQF level 8 qualification) in Commerce/ Engineering/ IT or related fields.

**Experience:** 8 Years in a Procurement and Supply Chain Management role with 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

5 years' experience at Senior Management level within the Supply Chain Management and/ or

Procurement environment, with exposure to 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, demand planning and demand management
- 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 computing environment.

### Technical Competencies Description

**Knowledge of:** 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 II; 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; and Demand management.

**Leadership competencies:** Collaboration; Communicating and Influencing; Outcomes Driven; Planning and Organizing; Managing People and Driving Performance; Responding to Change and Pressure; Strategic Thinking; Customer Experience; and Innovation. Behavioural Competencies: Interpersonal skills; Resilience; Detail orientated Analysing; Persuasiveness; Professionalism; Emotional intelligence; Creative Problem Solving; Decision making; Honesty, integrity and fairness.

### Other Special Requirements

N/A

### How to apply

Internal candidates must apply using this email address: [Masego.internalrecruitment@sita.co.za](mailto:Masego.internalrecruitment@sita.co.za)

External candidates must apply using this email address: [Masego.recruitment@sita.co.za](mailto:Masego.recruitment@sita.co.za)

**Closing Date: 26 February 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 applicants` 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