



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC02255/21</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Manager: Bid Specifications</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>D1</b>
<b>SALARY</b>	<b>:</b>	<b>R 462 019 – R 770 031</b>
<b>REPORT TO</b>	<b>:</b>	<b>Executive SCM</b>
<b>DIVISION</b>	<b>:</b>	<b>Supply Chain Management</b>
<b>DEPT</b>	<b>:</b>	<b>Demand Management</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

Implementation of demand management processes with special emphasis on bid specifications in order to execute best practice procurement to leverage cost and operational excellence to enhance service delivery and further to optimize and standardize specifications.

### Key Responsibility Areas

- Implement processes and activities to achieve operational efficiencies in Bid Specification & Workflow Management;
- Maintain and internal stakeholder relationships with a focus on monitoring, bid specification and workflow management processes that aid in ensuring supply chain in stability and efficiency;
- Assist with the engagement of resource (i.e. Budget/finances and assets) within the section to ensure efficient operations;
- Assist with the processes, in the execution of strategies for the transformation agenda (BBBEE, SMME, Local content, Black equity/ownership, industrialization/manufacturing skills development, people living with disabilities and black woman in order to develop the indigenous ICT sector.

### Qualifications and Experience

**Required Qualification:** 3-year National Diploma / Bachelor's Degree in: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law.

**Experience:** A minimum of 5 -6 Years in Procurement and Supply Chain Management of which 3 years must have been in a senior procurement officer role or equivalent.

1 years' 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: Procurement and supply chain best practices; SCM/Procurement processes, procedures and transaction systems; Business and Supply Intelligence Analytics; Demand management best practices (e.g processes, tools and systems); Strategic Demand Management; Knowledge of technology lifecycle; Basic knowledge and market understanding of the ICT environment; Legal aspects for Procurement; Strategic sourcing methodologies; Bid Specification Development; Financial management and cost analysis including TCO; Supply Value Chain analysis; Risk management; Demand related policy formulation and implementation; Supplier relationship management; Performance Management; Tender administration and management.

**Skills:** Planning and organising; Financial management; Project management; Integrated change and transformation; management; Bid specification development and writing skills; Strategic thinking; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Business acumen; Stakeholder management skills; and Report writing.

**Tools and Technology:** Computer literacy; Experience in Procurement systems e.g. Oracle, BI and Advanced; Planning and Scheduling (APS) systems, will be an added advantage.

**Personal Attributes:** Strong Leadership skills; Good interpersonal skills; Excellent communication and presentation skills; Strong networking, consultation and negotiation skills; and Collaboration and team player.

## Other Special Requirements

The incumbent will be required to undertake travelling to SITA offices country-wide, client sites and suppliers offices.

## How to apply

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

**Closing Date: 04 March 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