



## VACANCY

REFERENCE NR	:	VAC05799
JOB TITLE	:	Manager: Compliance and Secretariat
JOB LEVEL	:	D1
SALARY	:	R 462,018.72 - R770,031.20
REPORT	:	Senior Manager: Compliance & Tender Office
DIVISION	:	Supply Chain Management
Department	:	Centre of Excellence (CoE)
LOCATION	:	Erasmuskloof, Pretoria
POSITION STATUS	:	Fixed Term contract - 24 Months (Internal / External)

### Purpose of the job

To manage and execute the Procurement compliance frameworks to enable execution of procurement services in line with the governance frameworks as well as to provide secretariat functions that drive operational efficiency.

### Key Responsibility Areas

Execute compliance policies, processes, procedures and guidelines to enable the provision of an efficient and effective procurement delivery model;

Manage the secretariat function as provided to various adjudication committees;

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

Manage internal stakeholder relationships to monitor compliance and drive governance;

Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations; and

Execute and report on Compliance and Secretariat related risks, exposures and trends.

### Qualifications and Experience

**Minimum:** 3 years national diploma/ Bachelors Degree in Commerce/ Engineering/ IT /Supply Chain /Logistics/Law. Registration with a Procurement and Supply Chain Management professional body (e.g. CIPS) will be an added advantage.

**Experience:** A minimum of **5-6 years** in Procurement and Supply Chain Management of which 3 years must have been in a management supervisory capacity. Demonstrable procurement compliance and secretariat capabilities required. **5-6 years'** experience in Public Sector Procurement 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 processes and procedures; Public Sector Supply Chain Management Processes and Procedures; Legal aspects of Procurement; BBBEE and SMME principles and frameworks; CSDP practices; DTI Scorecard on BBBEE and SMME principles and frameworks; CSDP practices; DTI Scorecard on BBBEE and SMME; Basic knowledge of ICT; People Management / Development; Operations Management; Stakeholder management; Reporting; Knowledge of procurement governance frameworks; Policy development processes.

**Skills:** Planning and organizing; Financial management; Project management; Integrated change and transformation management; Interpersonal skills; Management of cross-functional teams (CFTs); Strong analytical skills; Problem solving skills; Strong leadership skills; Strong stakeholder management; Report writing.

#### Other Special Requirements

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

#### How to apply

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

**Closing Date: 05 September 2019**

#### 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