



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC02253/21</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Manager: Demand Management</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>Senior Manager: Demand Management</b>
<b>DIVISION</b>	<b>:</b>	<b>Supply Chain Management</b>
<b>DEPT</b>	<b>:</b>	<b>SCM: 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 specification and workflow management, in a manner that enables SITA to meet its service delivery goals that capture cost and operational efficiencies.

### Key Responsibility Areas

- Implement demand management processes and activities to achieve operational efficiencies in Bid specification & Workflow Management;
- Maintain internal stakeholder relationships with a focus on monitoring Bid Specification & Workflow Management processes that aid in ensuring supply chain stability and efficiency;
- Assist with processes in the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations;
- Assist the Manager: Demand Management Processes, in the execution of strategies for the promotion of the transformation agenda (B-BBEE, SMME, Local content, Black equity/ownership, industrialisation/manufacturing skills development, black youth, people living with disabilities, and black women) in order to develop the indigenous ICT sector.

### Qualifications and Experience

**Minimum:** 3-year National Diploma / Bachelor's 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. Bachelor's degree an advantage.

**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); Demand management and demand planning 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; Financial management and cost analysis including TCO; Supply Value Chain analysis; Risk management; Demand related policy formulation and implementation; Supplier relationship management; and Performance Management.

**Skills:** Planning and organising; Financial management; Project management; Integrated change and transformation management; Strategic thinking; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Development of KPI's for suppliers; 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 Tools and Technology Attributes:** Leadership 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: [Judith.recruitment@sita.co.za](mailto:Judith.recruitment@sita.co.za)

## Closing Date: 24 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