



VACANCY

REFERENCE NR	:	VAC02183/21
JOB TITLE	:	Manager Order Management
JOB LEVEL	:	D1
SALARY	:	R 462 019 - R 770 031
REPORT TO	:	HOD Management Accounting
DIVISION	:	FIN: Office of the CFO
DEPT	:	FIN: HOD Management Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

The Order Management Manager has responsibility for managing supplier order activity through the order fulfillment cycle. The role is also required to work with various departments and levels of management to resolve supplier issues.

Key Responsibility Areas

Manage the order creation process on ERP; Manage records of goods ordered; Coordinate with suppliers/ service providers to ensure on-time delivery of goods; Manage resources (i.e. budget/finances, asset/equipment and staff) within the Unit in order to ensure the efficient operation of Unit

Qualifications and Experience

Required Qualification: 3-year National Higher Diploma / National First Degree in Business Management/ Logistics or any relevant qualification equivalent to NQF level 6. Any relevant certification in the field will be an added advantage.

Experience: 5-6 years order management experience which should include: Supervisory experience in the order management field Experience in ERP Strong Customer Service background required.

Technical Competencies Description

Knowledge of: A wide and detailed understanding of: Order Fulfilment processes and procedures Public Financial Management Act Preferential Procurement Policy Framework Act Black Economic Empowerment Broad Black Based Economic Empowerment Treasury Regulations Strong knowledge of Excel. Skills: Business Writing; General Administration; and Vendor/Supplier Management. Leadership Competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Innovation; Planning and Organising; Creative Problem Solving; Managing People and Driving Performance; Decision-making; Responding to Change and Pressure. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Empathy; Inclusivity; Resilience; and Stress Management.

Other Special Requirements

N/A.

How to apply

Kindly send your CV to: Malebo.recruitment@sita.co.za

Closing Date: 06 April 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