



## VACANCY

REFERENCE NR : VAC05796  
JOB TITLE : Manager: Tender Office  
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 Tender Office functions in order to enable the seamless provision of procurement services that drive operational efficiency in line with governance frameworks.

### Key Responsibility Areas

Execute tender office operations;  
Manage stakeholder relationships to improve Tender Office operations;  
Execute independent process reviews on the Tender Office operations in order to ensure compliance to set standards and processes as prescribed by existing policies and regulations;  
Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations; and  
Execute and report on Tender Office Operations related risks, exposures and trends; and  
Management of SCM Document Centre.

### Qualifications and Experience

**Minimum:** 3 years national diploma/ Bachelors Degree in Commerce/ 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. Tender Office management experience is an advantage. **5-6 years'** experience in Public Sector Procurement is a requirement, 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; Strong analytical skills; Problem solving skills; Strong leadership skills.

#### 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@sita.co.za](mailto:Masoko.recruitment@sita.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