



VACANCY

REFERENCE NR	:	VAC02063/21
JOB TITLE	:	Manager Executive Support
JOB LEVEL	:	D4
SALARY	:	R 669 832 - R 1 116 387
REPORT TO	:	Executive SCM
DIVISION	:	Supply Chain Management
DEPT	:	CPO Office
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide strategic, tactical and logistical support to the Office of the Chief Procurement Officer (CPO) with the view to enhance service delivery and ensure responsiveness and effectiveness of the CPO office. Also, to facilitate speedy decision-making processes, stakeholder management, document management, performance monitoring and reporting so that the CPO is enabled to strategically drive the mandate for SITA as a procurement agency of the government.

Key Responsibility Areas

- Facilitate and coordinate the development and implementation of divisional strategic plan;
- Manage, facilitate and coordinate departmental input into the divisional APP and performance plans;
- Provide management support to the Executive;
- Facilitate Executive reporting;
- Coordinate the development and implementation of Policies and procedures; and
- Coordinate and Collate EXCO, Board and sub Committees submissions.

Qualifications and Experience

Required Qualification: Bachelor's degree in (Management Sciences, business management or business administration, Engineering, Science, Commerce, IT) or an equivalent NQF 7 qualification (suited to the role of the relevant Executive domain).

Experience: 8 years management experience with at least 5 years in a management consulting environment.

Technical Competencies Description

Knowledge of: principles and practices of organisation, records management and general administration. Knowledge of strategy development and execution performance monitoring; Knowledge on development of performance reporting tools and templates; Basic knowledge of project management best practices in driving business turnaround and transformation initiatives; Strong knowledge and experience in stakeholder management; and Basic principles and practices of bookkeeping.

Other Special Requirements

N/A.

How to apply

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

Closing Date: 01 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