



VACANCY

REFERENCE NR	:	VAC01364/21
JOB TITLE	:	Procurement Manager
JOB LEVEL	:	D1
SALARY	:	R 462,019- R 770,031
REPORT	:	Senior Manager Procurement: Order Management & Provincial Procurement
DIVISION	:	Supply Chain Management
Department	:	Tactical Sourcing
LOCATION	:	SITA KZN, Durban
POSITION STATUS	:	Fixed term contract - 6 months (Internal/external)

Purpose of the job

To manage the Provincial Business Unit's procurement and acquisitions functions within prescribed governance frameworks in order to deliver value for clients as well as for SITA in terms of prices, quality, service delivery and driving the transformation agenda.

Key Responsibility Areas

- Execute basic sourcing strategies, processes and administration activities for Provincial Procurement requirements in order to deliver fast and efficient tender turnaround times as well as achieve Provincial operational efficiencies;
- Execute Purchasing – Order Management strategies, processes and activities in order to achieve Provincial operational efficiencies;
- Manage customer/ supplier/internal stakeholder relationships to ensure supply chain stability, monitor and drive governance, contract compliance and performance;
- Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations;
- Execute the implementation of strategies for the promotion of the Procurement 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; and
- Execute and report on Provincial Procurement related risks, exposures and trends.

Qualifications and Experience

Minimum: 3 years national diploma/ Bachelors Degree in Commerce/ Engineering/ IT /Supply Chain /Logistics/Law.

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. Registration with a Procurement and Supply Chain Management professional body (e.g. CIPS) will be an added advantage
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; Knowledge and market understanding of the ICT environment; Basic sourcing knowledge with emphasis on quick turnaround times for clients and Lines of Business; Demand forecasting and planning; Facilitation of supplier negotiations; Financial management and cost analysis; Supply Value Chain analysis; Risk management; Legal aspects for Procurement; Stakeholder management; Tender administration and management; Contract management and purchasing.

Skills: Planning and organizing; Financial management; Project management; Integrated change and transformation management; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Business intelligence analytics; Development of KPI's for suppliers; Saving tracking and reporting; Business acumen; Order management/Procure-to-pay.

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 Sophia.recruitment@sita.co.za

Closing Date: 21 May 2020

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