



## VACANCY

<b>REFERENCE NR</b>	:	<b>CS-SCM –FTC-Apr-2018</b>
<b>JOB TITLE</b>	:	<b>Secretariat Support - Committees Secretariat X2</b>
<b>JOB LEVEL</b>	:	<b>C2</b>
<b>SALARY</b>	:	<b>R 230 332.21 – R 383 887.01</b>
<b>REPORT TO</b>	:	<b>Specialist Compliance</b>
<b>DIVISION</b>	:	<b>Support and Governance</b>
<b>Department</b>	:	<b>Supply Chain Management: Procurement Centre</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contract -12 Months (Internal/External)</b>

### Purpose of the job

To implement Secretariat processes and activities that provides assurance around the integrity of Committees and the resolutions and decisions of such forums.

### Key Responsibility Areas

Implement secretariat processes and activities that enhance service provision to various committees;  
Maintain internal stakeholder relationships with a focus on monitoring Secretariat issues in order to enhance integrity of operations; and  
Assist Compliance and Secretariat Manager in the management of resources (i.e. budget/finances, assets and human capital) within the section to ensure efficient operations.

### Qualifications and Experience

**Minimum:** 1 - 2 year National Higher Certificate in Supply Chain Management / Procurement or related.

**Experience:** 3 years' experience in Procurement / Supply Chain Management; Exposure to Secretariat functions would be an advantage;

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 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; Basic knowledge of ICT; People Management / Development; Operations Management; Knowledge of procurement governance frameworks; and Policy development processes.

**Skills:** Planning and organising; Financial management; Integrated change and transformation management; Co-ordination of cross-functional teams (CFTs); Strong analytical skills; Problem solving skills; Business acumen; Stakeholder management; and report writing.

## **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: 25 April 2018**

## **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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 considered.