



VACANCY

REFERENCE NR	:	VAC02158/21
JOB TITLE	:	Secretariat Support - Committees Secretariat
JOB LEVEL	:	C2
SALARY	:	R 230 332 - R 383 887
REPORT TO	:	Manager Compliance and Secretariat
DIVISION	:	Supply Chain Management
DEPT	:	Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To implement Secretariat processes and activities that provide 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;
- 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: Matric plus 1 - 2-year National Higher Certificate in Commerce/Engineering/ IT /Supply Chain /Logistics/Law or any relevant qualification equivalent to NQF level 5.

Any relevant certification to the profession will be an added advantage. Registration with a Procurement and Supply Chain Management professional body (e.g.CIPS) will be an added advantage.

Experience: 2-3 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 Policy development processes Computer literacy Experience in Oracle ERP Systems, Database management systems, procure to pay processes and e Procurement/e Tendering will be an added advantage. Skills: System Development.

Leadership competency: Customer Experience; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; and Responding to Change and Pressure.

Behavioural competency: Active listening; Attention to Detail; Analytical thinking; and Continuous Learning.

Other Special Requirements

N/A

How to apply

Kindly send your CV to: Malebo.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