



VACANCY

REFERENCE NR	:	VAC01369/21
JOB TITLE	:	Senior Manager: Business Enablement
JOB LEVEL	:	D4
SALARY	:	R 669,832 - R 1,116,387
REPORT	:	HOD: Procurement Centre of Excellence
DIVISION	:	Supply Chain Management
Department	:	PCoE
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Fixed term contract - 6 months (Internal/External)

Purpose of the job

To develop, manage and execute business enablement strategies with emphasis on improving procurement processes, business reporting, and document and knowledge management systems whilst ensuring operational and transformational excellence.

Key Responsibility Areas

- Develop and implement business enablement strategies, processes, procedures and tools for procurement services that will ensure achievement of SITA's transformation objectives;
- Manage, execute and report on process improvement & skills development strategies, processes and activities for Procurement requirements in order to achieve transformation objectives;
- Manage, execute and report business activities for the Procurement department in order to achieve transformation objectives;
- Manage, execute and report on knowledge and document management strategies, processes and activities for the Procurement department in order to achieve transformation objectives;
- Manage resources (i.e. budgets/finances/assets) within the business unit in order to ensure efficient operations of the business;
- Manage human resources in order to ensure the efficient operation of the business unit;
- Develop, submit and provide quality assurance for submissions required within the business enablement function;
- Manage, monitor, analyse and report on SCM related risks, exposures and trends;

Qualifications and Experience

Minimum: Bachelors degree: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law; or NQF Equivalent.

Experience: 8 Years in Procurement and/or Supply Chain Management of which a minimum of 4 years must have been in a Management role

Document and knowledge management experience will be an added advantage

- 2 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
 - DTI scorecard on Broad Based Black Economic Empowerment Codes
 - Treasury Regulations

Technical Competencies Description

Knowledge of: Procurement and supply chain best practices; SCM/Procurement processes, procedures, tools, templates and transaction systems; Documentation of business requirements and process mapping; Knowledge and market understanding of the ICT environment; Procurement process improvements; Understanding of skills development initiatives; Document management systems and principles; Legal aspects of Procurement; Supply Value Chain analysis; Risk management; Legal aspects for Procurement; Strategic sourcing methodologies; Stakeholder management; Business intelligence and analytics; Tender administration and management; and Business Reporting.

Skills: Planning and organizing; Financial management; Project management; Integrated change and transformation management; Strategic thinking; Co-ordination of cross-functional teams (CFTs); Strong analytical skills; Problem solving skills; and Business acumen.

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