



## VACANCY

REFERENCE NR	:	VAC02240/21
JOB TITLE	:	Senior Manager Tactical and Basic Sourcing
JOB LEVEL	:	D4
SALARY	:	R 669 832 - 1 116 387
REPORT TO	:	HOD: Procurement Centre of Excellence
DIVISION	:	Supply Chain Management
DEPT	:	SG Proc: SCM
LOCATION	:	Pretoria, Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To facilitate and manage basic sourcing strategies through effective sourcing methodologies for both ICT and Non-ICT clusters for SITA projects and services in order improve the returns while promoting delivery targets, reduce risk and rationalise spending.

### Key Responsibility Areas

- Develop and implement basic sourcing strategies, processes, procedures, and tools that will enable basic sourcing best practices.
- Manage, execute and report sourcing strategies, processes and activities for identified basic commodities on ICT and Non-ICT Clusters to achieve business operational efficiencies.
- Ensure compliance to procurement policies and related legislative framework i.e. acclimatise with the changes in legislation and National Treasury requirements etc.
- 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 basic sourcing function.
- Manage, monitor, analyse and report on basic sourcing related risks, exposures and trends.
- Manage resources (i.e. budgets/finances/assets) within the business unit in order to ensure the efficient operations.

### Qualifications and Experience

**Minimum:** 3-4-year National Higher Diploma / National First Degree in a relevant discipline / NQF level 7 or a verified / certified alternative equivalent @ NQF Level 7 with the equivalent credits of a National Qualification + specialized or management certificate of competence

**Experience:** 8 - 9 years practical experience. 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 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 with emphasis on quick turnaround for Lines of Business Strategy development and implementation Facilitation of supplier negotiations Financial management and cost analysis Supply Value Chain Analysis Risk Management Legal aspects for Procurement Supplier relationship management Tender administration and management Contract management and purchasing. Skills: Business Writing; Supply Chain Management.

Leadership competency: Customer Experience; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem-Solving Decision-making; Strategic Thinking.

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

## Other Special Requirements

N/A

## How to apply

Kindly send your application to: [Judith.recruitment@sita.co.za](mailto:Judith.recruitment@sita.co.za)

## Closing Date: 11 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