



VACANCY

REFERENCE NR	:	VAC02239/21
JOB TITLE	:	Senior Manager: Vendor and Tender Administration
JOB LEVEL	:	D4
SALARY	:	R 669 832 – R 1 116 387
REPORT TO	:	HOD: Procurement Centre of Excellence
DIVISION	:	Supply Chain Management
DEPT	:	Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage the tendering and vendor administration process in a transparent, fair, honest and confidential manner ensuring that goods and services are procured in accordance with the strategic principles of SITA.

Key Responsibility Areas

- Manage tender office operational strategies to enhance efficiencies in publishing of tender information in accordance with regulations, policies and procedures.
- Maintain stakeholder relationships (bidders and internal functional areas) with a focus on monitoring Tender Office Operations to enhance efficiencies.
- Manage and execute vendor management strategies, process activities and supplier help desk for Procurement requirements in order to achieve transformation objectives.
- Maintain vendor and internal stakeholder relationships with a focus on monitoring vendor management processes that aid in ensuring efficient business operations.
- Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations.

Qualifications and Experience

Minimum: Bachelor's degree: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law; or NQF Equivalent. Registration with a Procurement and Supply Chain Management professional body (e.g. MCIPS) and/or Honours degree will serve as an added advantage.

Experience: 8 Years in Procurement and/or Supply Chain Management of which a minimum of 4 years must have been in a Management role. Experience in administration of tenders and registration of vendors on procurement systems.

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 Act
- 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; Procurement process improvements; Understanding of skills development initiatives; Document management systems and principles; Legal aspects of Procurement; Risk management; Stakeholder management; Business intelligence and analytics; Tender administration and management; Vendor registration, management and support; Business Reporting.

Skills: Planning and organising; Financial management; Project management; Integrated change and transformation management; Strategic thinking; Strong analytical skills; Problem solving skills; Business acumen.

Technical competency: Computer literacy; Exposure to ERP Systems, Database management systems, procure – to-pay processes and e-Procurement/e-Tendering will be an added advantage.

Behavioural competency: Strong leadership skills; Good interpersonal skills; Excellent communication and presentation skills; Strong networking, consultation and negotiation skills; Collaboration and team player.

Other Special Requirements

The incumbent will be required to undertake travelling to SITA offices country-wide, client sites and suppliers' offices.

How to apply

Kindly send you Application to: Judith.recruitment@sita.co.za

Closing Date: 05 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