



VACANCY

REFERENCE NR	:	VAC02238/21
JOB TITLE	:	Senior Manager: Business Process and Technology
JOB LEVEL	:	D4
SALARY	:	R 669 832 - R1 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 develop, manage and execute business enablement strategies with emphasis on improving procurement processes, business reporting, 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 Procurement organisation's transformation objectives.
- Manage and execute process improvement & skills development strategies for Procurement requirements in order to achieve Procurement organisation's transformation objectives.
- Manage and execute business reporting strategies for the Procurement organisation in order to achieve efficient processes.
- Manage and execute knowledge and document management strategies, processes and activities for the Procurement department in order to achieve efficient operations.
- Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations.
- Manage, monitor, analyse and report on Business Enablement related risks, exposures and trends.

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. 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
- 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; 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; Business Reporting.

Skills: Planning and organising; 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.

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 your 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