



VACANCY

REFERENCE NR	:	VAC01282
JOB TITLE	:	Senior Procurement Officer
JOB LEVEL	:	C5
SALARY	:	R 310,809.33 – R 518,015.55
REPORT	:	Procurement Manager
DIVISION	:	Supply Chain Management
Department	:	Procurement Tactical Sourcing
LOCATION	:	SITA Western Cape
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To implement Provincial procurement plans for ICT and non-ICT goods and services within prescribed governance frameworks, in order to deliver value for clients as well as for SITA in terms of prices, quality, service delivery and drive the transformation agenda.

Key Responsibility Areas

- Implement basic sourcing strategies, processes and administration activities for Provincial Procurement in order to deliver fast and efficient turnaround times as well as achieve business operational efficiencies;
- Coordinate the complete bid process including negotiation and supplier selection processes so as to enhance defined value propositions for Provincial Procurement;
- Maintain customer/ supplier/internal stakeholder relationships to ensure supply chain stability, monitor and drive governance, contract compliance and performance;
- Assist Procurement manager in the management of resources (i.e. budget/finances, assets and human capital) within the section to ensure efficient operations; and
- Assist in the execution of strategies for the promotion of the Procurement transformation agenda (B-BBEE, SMME, Local content, Black equity/ownership, industrialisation/manufacturing skills development, black youth, people living with disabilities, and black women) in order to develop the indigenous ICT sector.

Qualifications and Experience

Minimum: 3 years national diploma/ Bachelors Degree in Commerce/ Engineering/ IT /Supply Chain /Logistics/Law.

Experience: A minimum of **4 years** in Procurement / Supply Chain Management.

ICT procurement experience will be an added advantage.

1 year 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; Understanding of ICT commodities would be an added advantage; Supply market research; Commodity sourcing methodologies; Data and spend analysis;

Implementation of sourcing strategies and processes; Fact based Negotiations strategy implementation; Financial management and cost analysis; Supply Chain analysis; Risk management Legal aspects for Procurement; Supplier relationship management; Implementation of commercial value propositions; Contract management and purchasing.

Skills: Planning and organizing; Financial management; Project management; Integrated change and transformation management; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Development of KPI's for suppliers; Saving tracking and reporting; Business acumen; Stakeholder management skills; Report writing.

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: 14 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