



## VACANCY

REFERENCE NR	:	VAC01122
JOB TITLE	:	Sourcing Specialist
JOB LEVEL	:	C5
SALARY	:	R 310,809.33 – R 518,015.55
REPORT TO	:	Commodity Manager
DIVISION	:	Supply Chain Management
Department	:	Procurement: Strategic Sourcing
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent for Internal Candidates only and FTC for External Candidates for period of 24 months

### Purpose of the job

Implement category and commodity specific sourcing strategies in ICT Soft wares with emphasis on leveraging economies of scale whilst managing total costs of ownership to achieve cost, operational and transformational objectives, within prescribed governance frameworks.

### Key Responsibility Areas

Implement commodity sourcing strategies, processes and administration activities for ICT Software's in order to deliver fast and efficient tender 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 ICT Softwares;

Maintain customer/ supplier/internal stakeholder relationships to ensure supply chain stability, monitor and drive governance, contract compliance and performance;

Assist commodity 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 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 **3-5 years** in Procurement / Supply Chain Management of which 2 years must have been in a Commodity Sourcing role. ICT commodity sourcing experience will be an added advantage.

### 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.

**Skills:** Planning and organizing; Financial management; Project management; Integrated change and transformation management; Strategic thinking; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Implementation 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](mailto:Sophia.recruitment@sita.co.za)

## Closing Date: 20 March 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