



VACANCY

REFERENCE NR	:	VAC02154/21
JOB TITLE	:	Specialist - Business Intelligence
JOB LEVEL	:	C5
SALARY	:	R 310 809 - R 518 016
REPORT TO	:	Senior Manager: Business Process and Technology
DIVISION	:	Supply Chain Management
DEPT	:	Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Implement business reporting processes and tools across the Procurement organisation in a manner that enables SITA to meet its service delivery goals that capture cost, operational efficiencies and transformational objectives.

Key Responsibility Areas

- Implement Business Reporting processes and activities to achieve Procurement operational efficiencies.
- Maintain internal stakeholder relationships with a focus on monitoring Business Reporting processes that aid in ensuring efficient business operations.
- Assist Senior Manager – Business Process and Technology in the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations.

Qualifications and Experience

Minimum: Tertiary qualification in: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law. Registration with a Procurement and Supply Chain Management professional body (e.g.CIPS) will be an added advantage. Bachelor's degree an advantage.

Experience: A minimum of 4 Years in Procurement / Supply Chain Management. Experience in business reporting tools, processes and templates an advantage.

- 1 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
 - DTI scorecard on Broad Based Black Economic Empowerment Codes
 - Treasury Regulations

Technical Competencies Description

Knowledge of: Procurement and supply chain best practices; SCM processes, procedures, tools, templates and systems; Documentation of business requirements and process mapping; Business reporting processes, tools and templates; Procurement process improvements; Document management systems and principles; Supply Value Chain analysis; Risk management; Tender administration and management.

Skills: Planning and organising; Financial management; Project management; Co-ordination of cross-functional teams (CFTs); Strong analytical skills; Problem solving skills; Business acumen; Stakeholder management skills; Business report writing

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: Excellent communication and presentation skills; Strong networking, consultation and negotiation; Collaboration and team player.

Other Special Requirements

N/A

How to apply

Kindly send your CV to: Malebo.recruitment@sita.co.za

Closing Date: 02 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