



VACANCY

| | | |
|-----------------|---|--|
| REFERENCE NR | : | VAC07947 |
| JOB TITLE | : | Demand Management Specialist Bid Specification & Workflow Management |
| JOB LEVEL | : | C5 |
| SALARY | : | R 310,809 – R 518,016 |
| REPORT TO | : | Commodity Manager |
| DIVISION | : | Supply Chain Management |
| Department | : | Demand Management |
| LOCATION | : | Erasmuskloof, Pretoria |
| POSITION STATUS | : | Fixed term contract -6 months (Internal/External) |

Purpose of the job

Implementation of demand management processes with special emphasis on bid specification and workflow management, in a manner that enables SITA to meet its service delivery goals that capture cost and operational efficiencies.

Key Responsibility Areas

- Implement demand management processes and activities to achieve operational efficiencies in Bid Specification & Workflow Management;
- Maintain internal stakeholder relationships with a focus on monitoring Bid Specification & Workflow Management processes that aid in ensuring supply chain stability and efficiency;
- Assist Manager: Demand Management Processes in the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations;
- Assist the Manager: Demand Management Processes, 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 year National Higher Diploma / National First Degree 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.

Experience: A minimum of 3-5 Years in Procurement / Supply Chain Management of which 2 years must have been in a Demand Management/Planning role.

- Exposure to ERP master data and databases an advantage
- Understanding of commodity and category management execution an advantage

Technical Competencies Description

Knowledge of: Procurement and supply chain best practices; SCM/Procurement processes, procedures and transaction systems; Business and Supply Intelligence Analytics; Demand management best practices (e.g processes, tools and systems) Strategic Demand Management; Knowledge of technology lifecycle; Basic knowledge and market understanding of the ICT environment; Legal aspects for Procurement; Financial management and cost analysis including TCO; Supply Value Chain analysis; Risk management; Demand related policy formulation and implementation; and Supplier relationship management Performance Management.

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; Business acumen; Stakeholder management skills; and Report writing.

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 CV to Sophia.recruitment@sita.co.za

Closing Date: 27 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