



VACANCY - 2671

Re -Advertisement

REFERENCE NR	:	VAC00480/26 ,VAC00481/26 & VAC00482/26
JOB TITLE	:	Admin: Supplier Relationship Management X3
JOB LEVEL	:	B5
SALARY	:	R 220 972 – R 331 457
REPORT TO	:	Consultant: Supplier Relationship Management
DIVISION	:	IT: Infrastructure Services
DEPARTMENT	:	Infrastructure PMO
LOCATION	:	SITA Centurion
POSITION STATUS	:	24 – Months – Fixed Term Contract (Internal /External)

Purpose of the job

Execute, maintain the strategy to manage suppliers, ensure the delivery of network services in line with agreed service levels for SITA key clients and ensure maximum value is received for the money that an organization pays to its suppliers.

Key Responsibility Areas

- Contract Document Administration.
- Contract & SLA Compliance Support.
- Ensure compliance with governance structures to avoid audit findings and irregular expenditure. Ensure that the defined governance structures and appropriate delegation of authority are included in all supplier contracts.
- Supplier Administration Monitor Supplier Performance on operation, maintenance and governance across the provisioning of the Wide Area Network to ensure. Maintain and update the supplier database, contracts, and documentation.
- Ensure effective management of resources (i.e., budget/finances, asset) within the Unit.

Qualifications and Experience

Minimum: Grade 12 plus a Certificate in Office Administration /or Business Administration/ Corporate Communication/ Certificate in Financial Management at NQF level 4.

Experience : 1 – 2 years working experience as Office Administration or Communication Management or Contract Management or Vendor Management field in a corporate/public sector organization.

Technical Competencies Description

Knowledge of: Computer Literacy Numerical PFMA, SITA Business processes, ERP, ITSM, Computer Based Knowledge experience in WAN and LAN knowledge and experience, Change Control Management, Asset Management, SLA Management, Performance Management, Financial Systems Project registration on ERP systems, Communication Report Writing.

Other Special Requirements

Candidates who previously applied for the position, are encouraged to re-apply.

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour;
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support egovsupport@sita.co.za OR call 080 1414 882

Closing Date: 05 December 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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.
- 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 the right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.