REFERENCE NR	:	**VAC00888/21**
JOB TITLE	:	**Consultant: Infrastructure Contract Portfolio (NAT & DOD)**
JOB LEVEL	:	**D1**
SALARY	:	**R 531 759 – R 797 639**
REPORT TO	:	**Tech Lead: Infrastructure PMO**
DIVISION	:	**Networks: NND: WAN Provisioning**
DEPT	:	**Networks NND**
LOCATION	:	**SITA Centurion**
POSITION STATUS	:	**Permanent (Internal & External)**

Purpose of the job

To manage and process supplier invoices, monitor and track business cases, SCM request and supplier contracts for IT infrastructure Networks National and DOD. Ensuring that all governance processes are followed correctly to ensure service continuity.

Key Responsibility Areas

- Ensure effective management of resources (i.e., budget/finances, Human Resources) within the Unit
- Timeously and Accurately Processing of Supplier Invoices
- Tracking and Manage business cases, SCM requests and supplier contracts
- Reporting and Communication.

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in Business Management /Administration /Project management/Information Technology/Computer Science or at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.

Experience: 5 – 6 years' experience in invoicing processing, contract management within the telecoms/ICT industry.

Technical Competencies Description

Knowledge of: Computer literacy. PFMA. ERP knowledge. WAN basic concepts. Asset Management. Contract Management. Supplier Management. Performance Management. Financial systems. Project registration on ERP systems. Communication. Report writing.

Technical Competencies: Network/Infrastructure Management.

Interpersonal/behavioural competencies: Attention to Detail, Analytical thinking, Continuous Learning, Disciplined Resilience, and Stress Management

Other Special Requirements
N/A.

How to apply

1. To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact eRecruitmentSupport@sita.co.za

CV`s sent to the above email addresses will not be considered.

Closing Date: 08 April 2022

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. 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 considered.
-   CV's sent to incorrect email address will not be considered