



VACANCY - 2308

REFERENCE NR	:	VAC02245/21
JOB TITLE	:	Legal Advisor: Commercial Law
JOB LEVEL	:	D2
SALARY	:	R 651 627 - R 977 440
REPORT TO	:	Senior Legal Advisor
DIVISION	:	Office of the CEO
DEPARTMENT	:	Legal Services
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To create, execute, analyse and manage contracts concerning the supplier relationships for purchasing of goods and services for SITA and government to maximise financial and operational performance and minimise potential risks.

Key Responsibility Area

- Prepare contracts for consultation and negotiation with suppliers and service providers.
- Negotiation of Contracts with suppliers and service providers to reach an agreement regarding the service to be rendered
- Build and sustain good relations with suppliers and service providers
- Monitor and review the contract performance regularly to identify gaps for correction
- Analyze contract requirements to ensure compliance with policies, procedures and legislation.

Qualifications and Experience

Minimum: 3-year National Diploma/ bachelor's degree in supply chain management or LLB degree - Admitted as attorney or advocate.

Registration with Supply Chain Management professional bodies will serve as an added advantage.

Experience: 6-7 years' experience within the Supply Chain Management and/or Procurement environment in the Corporate/Public Sector organization, including experience within the Commercial Contracts unit.

Technical Competencies Description

Knowledge of: Supply Chain Management legislation, policies, processes and procedures. Supply Chain Management within the public sector. Public Financial Management Act. Preferential Procurement Policy Framework Act. Black Economic Empowerment Broad Black Based Economic Empowerment Negotiation and Networking Change and Transformation Management Commercial Contracts.

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 contact egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 26 May 2025

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.