



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC02255/21</b>
<b>JOB TITLE</b>	:	<b>Manager Bid Specifications</b>
<b>JOB LEVEL</b>	:	<b>D1</b>
<b>SALARY</b>	:	<b>R 531 759 – R 797 639</b>
<b>REPORT TO</b>	:	<b>Senior Manager Demand Planning</b>
<b>DIVISION</b>	:	<b>Supply Chain Management</b>
<b>DEPT</b>	:	<b>Demand Management</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent(Internal &amp; External)</b>

### Purpose of the job

Implementation of demand management processes with special emphasis on bid specifications in order to execute best practice procurement to leverage cost and operational excellence to enhance service delivery and further to optimise and standardise specifications.

### Key Responsibility Areas

- Maintain internal stakeholder relationships with a focus on monitoring Bid Specification & Workflow Management processes that aid in ensuring supply chain stability and efficiency.
- Implement processes and activities to achieve operational efficiencies in Bid Specification & Workflow Management
- Assist with the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations
- Assist with the processes, in the execution of strategies for the promotion of the transformation agenda (BBBEE, 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 a relevant discipline / NQF level 7 or a verified / certified alternative equivalent @ NQF Level 7 with the equivalent credits of a National Qualification + specialised or management certificate of competence.

Any relevant certification to the profession will be an added advantage. Registration with a Procurement and Supply Chain Management professional body (e.g.CIPS) will be an added advantage.

**Experience:** A minimum of 5 -6 Years in Procurement and Supply Chain Management of which 3 years must have been in a senior procurement officer role or equivalent. 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, Broad Based Black Economic Empowerment Codes and Regulations, Treasury Regulations.

### 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; Strategic sourcing methodologies; Bid Specification Development; Financial management and cost analysis including TCO; Supply Value Chain analysis; Risk management; Demand related policy formulation and implementation; Supplier relationship management; Performance Management; Tender administration and management.

**Technical competencies:** Business Writing; Customer Relationship Management; and Supply Chain Management.

Leadership competencies: Customer Experience; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; and Decision-making.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined.

## How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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](http://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 [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

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

**Closing Date: 05 December 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.