



## VACANCY

REFERENCE NR	:	VAC00039/23
JOB TITLE	:	Manager: Compliance and Secretariat
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639
REPORT TO	:	Senior Manager: Compliance & Governance
DIVISION	:	Supply Chain Management
DEPT	:	SCM: Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To manage and execute the Procurement compliance frameworks to enable execution of procurement services in line with the governance frameworks as well as to provide secretariat functions that drive operational efficiency.

### Key Responsibility Areas

- Execute compliance policies, processes, procedures and guidelines to enable the provision of an efficient and effective procurement delivery model
- Manage the secretariat function as provided to various adjudication committees
- Execute independent process reviews on the Procurement process in order to ensure compliance to set standards and processes as prescribed by existing policies and regulations
- Manage internal stakeholder relationships to monitor compliance and drive governance
- Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations
- Execute and report on Compliance and Secretariat related risks, exposures and trends

### Qualifications and Experience

**Required Qualification:** 3-year National Diploma/Bachelor's degree in: Commerce/Supply Chain /Logistics/Law/Audit; or the NQF Equivalent.

**Experience:** A minimum of 5-6 Years in Procurement and Supply Chain Management of which 3 years must have been in a management /supervisory capacity Demonstrable procurement compliance and secretariat capabilities required 3 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 processes and procedures Public Sector Supply Chain Management Processes and Procedures Legal aspects of Procurement BBBEE and SMME principles and frameworks CSDP practices DTI Scorecard on BBBEE and SMME Basic knowledge of ICT People Management / Development Operations Management

Stakeholder Management Reporting Knowledge of procurement governance frameworks Policy development processes Compliance and governance Report writing Communication Document management.

#### **Other Special Requirements**

N/A.

#### **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 [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 15 April 2024**

#### **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 applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.