



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC000375/25</b>
<b>JOB TITLE</b>	:	<b>Manager: Demand Management</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 Management</b>
<b>DIVISION</b>	:	<b>Supply Chain Management</b>
<b>DEPT</b>	:	<b>SCM: 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 specification and workflow management, in a manner that enables SITA to meet its service delivery goals that capture cost and operational efficiencies.

### Key Responsibility Areas

- Implement demand management processes and activities to achieve operational efficiencies in Bid specification & Workflow Management;
- Maintain internal stakeholder relationships with a focus on monitoring Bid Specification & Workflow Management processes that aid in ensuring supply chain stability and efficiency;
- Assist with processes in the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations;
- Assist the Manager: Demand Management Processes, in the execution of strategies for the promotion of the transformation agenda (B-BBEE, 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

**Required Qualification:** minimum 3-year National Higher Diploma / National First Degree in a relevant discipline / NQF level 7 or a verified / certified alternative equivalent to NQF Level 7 with the equivalent credits of a National Qualification + specialised or management certificate of competence.

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); Demand management and demand planning 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; Financial management and cost analysis including TCO; Supply Value Chain analysis; Risk management; Demand related policy formulation and implementation; Supplier relationship management; and Performance Management.

**Skills:** Planning and organising; Financial management; Project management; Integrated change and transformation management; Strategic thinking; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Development of KPI's for suppliers; Business acumen; Stakeholder management skills; and Report writing.

**Tools and Technology:** Computer literacy; Experience in Procurement systems e.g. Oracle, BI and Advanced; Planning and Scheduling (APS) systems, will be an added advantage.

**Personal Tools and Technology Attributes:** Leadership skills; Excellent communication and presentation skills; Strong networking, consultation and negotiation skills; and Collaboration and team player.

### Other Special Requirements

The incumbent will be required to undertake travelling to SITA offices country-wide, client sites and suppliers' offices.

### 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: 16 April 2024**

**Disclaimer**

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 accepted