| VACANCY | | |
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| **REFERENCE NR** | **:** | **VAC00046/23** |
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| **JOB TITLE** | **:** | **Manager: Demand Planning** |
| **JOB LEVEL** | **:** | **D1** |
| **SALARY** | **:** | **R 531 759 – R 797 639** |
| **REPORT TO** | **:** | **Senior Manager Demand Planning** |
| **DIVISION** | **:** | **Supply Chain Management** |
| **DEPT** | **:** | **SCM: Demand Management** |
| **LOCATION** | **:** | **SITA Erasmuskloof** |
| **POSITION STATUS** | **:** | **Permanent (Internal & External)** |

## Purpose of the job

To manage an efficient and service-oriented Demand Planning & Supply Intelligence function which directs all government spend for ICT goods and services through cutting edge spend analytics and market intelligence in order to execute best practice procurement to leverage cost and operational excellence to enhance service delivery.

## Key Responsibility Areas

- Develop and implement demand management and planning strategies, business processes, frameworks and tools in the areas of demand planning, demand operations and supply intelligence;
- Manage and execute demand planning processes and activities to achieve business operational efficiencies;
- Manage and execute supply intelligence processes and activities to achieve business operational efficiencies;
- Manage, execute and report on demand operations processes and activities to achieve business operational efficiencies;
- Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations;
- Manage, monitor, analyse and report on demand management and planning related risks, exposures and trends;
- Support the execution of strategies for the promotion of the transformation agenda (B-BBEE, SMME, Local content, 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 Diploma / Bachelor's Degree in: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law.

Registration with a Procurement and Supply Chain Management professional body (e.g. MCIPS) and/or Honours degree will serve as 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 planning 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; Strategic sourcing methodologies; Financial management and cost analysis including TCO; Supply Value Chain analysis and Sourcing Strategy development; Risk management; Demand related policy formulation and implementation; Supplier relationship management; Performance Management; and Tender administration and 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; and Report writing.

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

**Personal Tools and Technology Attributes:** Strong leadership skills; Good interpersonal 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** 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: 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