



## VACANCY - 910

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|-----------------|---|---|
| REFERENCE NR    | : | VAC00685/24   |
| JOB TITLE       | : | Manager: Framework Contracts                            |
| JOB LEVEL       | : | D1  |
| SALARY          | : | R 531 759 – R 797 639 (per annum)                       |
| REPORT TO       | : | HoD: Contract Management                                |
| DIVISION        | : | Supply Chain Management                                 |
| DEPT            | : | Contract Management                                     |
| LOCATION        | : | SITA Erasmuskloof                                       |
| POSITION STATUS | : | Six (6)-month Fixed term contract (Internal & External) |

### Purpose of the job

To manage and implement effective sourcing methodologies and strategies for government Framework contracts with the aim of reducing costs, reducing risk and rationalization of customer spending.

### Key Responsibility Areas

- Execute sourcing strategies, processes and administration activities for identified framework agreements in order to deliver fast and efficient tender turnaround times as well as achieve business operational efficiencies.
- Execute fact-based negotiation strategies and tactics as well as support supplier selection processes so as to enhance defined value propositions;
- Manage customer/supplier/internal stakeholder; relationships to ensure supply chain stability, monitor and drive governance, contract compliance and performance;
- Manage resources (i.e. budget/finances, assets and human capital) within the business unit to ensure efficient operations;
- Manage, monitor, analyze and report on Framework contract sourcing related risks, exposures and trends;
- Drive the execution of strategies for the promotion of the transformation agenda (B-BBEE, SMME, Local content, equity/ownership, industrialization/manufacturing, skills development, black youth, people with disabilities and black women) in order to develop the indigenous ICT sector;
- Contribute towards building strong, value-adding relationships with suppliers, internal customers, and cross functional departments.

### Qualifications and Experience

**Required Qualification:** 3-year National Diploma / Bachelor's Degree in: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law.

**Experience:** A minimum of 5 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; Basic knowledge of ICT; Basic Sourcing with emphasis on quick turnaround for Lines of Business; Strategy execution; Facilitation of supplier negotiations; Financial management and cost analysis; Supply Value Chain analysis; Risk management; Legal aspects for Procurement; Supplier relationship management; Tender administration and management; and Contract management and purchasing.

**Skills:** Planning and organising; Financial management; Project management; Integrated change and transformation management; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership analysis; Strong analytical skills; Problem solving skills; Business Intelligence analytics; Development of KPI's for suppliers; Savings tracking and reporting; and Business acumen.

**Tools and Technology:** Computer literacy; Exposure to ERP Systems, Database management systems, Procure-to-pay processes and e-Procurement/e-Tendering will be an added advantage.

**Personal Attributes:** Strong leadership skills; Excellent communication and interpersonal skills; Strong presentation skills; Strong networking, consultation and negotiation skills; and Collaboration and team player.

### Other Special Requirements

The incumbent may 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: 25 May 2023**

### 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