



VACANCY - 911

REFERENCE NR	:	VAC02232/21
JOB TITLE	:	Manager: Panel Contracts
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639 Total CTC per annum
REPORT TO	:	HoD: Contract Management
DIVISION	:	SCM: Executive SCM
DEPT	:	Contract Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Six (6) months Fixed term contract (Internal & External)

Purpose of the job

To manage and implement effective sourcing methodologies and strategies for government Transversal 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 panel contracts 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 Panel contract sourcing related risks, exposures and trends;
- Drive the execution of strategies for the promotion of the transformation agenda (BBBEE, 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; Business acumen.

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** 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: 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