



VACANCY

REFERENCE NR	:	VAC00771/22
JOB TITLE	:	Procurement Manager
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639
REPORT TO	:	Senior Manager
DIVISION	:	RPL: Central Region Shared Services
DEPT	:	RPL: CR Supply Chain Management
LOCATION	:	Central Region: KZN, FS & MP
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage the SITA LOB ICT Cluster's Tactical and Strategic sourcing functions within prescribed governance frameworks in order to deliver value for SITA in terms of prices, quality, service delivery and to drive the transformation agenda.

Key Responsibility Areas

- Execute tactical and Strategic sourcing, processes and administration activities for identified basic ICT Cluster commodities 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 for SITA LOB ICT Cluster
- 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
- Execute the implementation of strategies for the promotion of the Procurement transformation agenda (B-BBEE, SMME, Local content, Black equity/ownership, industrialization/manufacturing skills development, black youth, people living with disabilities, and black women) in order to develop the indigenous ICT sector
- Execute and report on SITA LOB ICT Cluster related risks, exposures and trends

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in a relevant discipline - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6. Registration with a Procurement and Supply Chain Management professional body (e.g. CIPS) will be an added advantage.

Experience: 5 – 6 years practical experience.

Technical Competencies Description

Knowledge of: Procurement and supply chain best practices SCM/Procurement processes, procedures and transaction systems Basic knowledge of ICT Tactical and Strategic 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 Contract management and purchasing.

Technical Competencies: Business Continuity, Business Development, Customer Advocacy Management (Consultancy), Customer Relationship Management, Enterprise ICT Governance (Policies & Legislation), Knowledge Management, Supply Chain Management, Vendor/Supplier Management, Corporate Governance.

Leadership Competencies; Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Creative Problem Solving, Decision-making, Strategic Thinking.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Continuous Learning, Empathy, Resilience, Stress Management

Other Special Requirements

N/A.

How to apply

Internal candidates must apply using this email address: Buyiswa.internalkznrecruitment@sita.co.za

External candidates must apply using this email address: Kznrecruitment@sita.co.za

Closing Date: 03 February 2022

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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered