



VACANCY - 1144

REFERENCE NR	:	VAC00847/23
JOB TITLE	:	Procurement Manager
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639
REPORT TO	:	Regional Head of Department (Coastal Region)
DIVISION	:	Prov EC: SCM
DEPT	:	RPL: HOD Coastal Region - RPL: CS Shared Services
LOCATION	:	Coastal Region (Eastern Cape, Western Cape & Northern Cape)
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage the SITA Line of Business 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 Commerce/ Engineering/ IT /Supply Chain /Logistics/Law- or any relevant qualification equivalent to NQF level 6.

Experience: A minimum of 5 -6 Years practical experience in Procurement and Supply Chain Management of which at least 3 years must be at management/supervisory level. 1-year 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 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

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: 29 September 2023

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.