



## VACANCY RE ADVERTISEMENT

<b>REFERENCE NR</b>	:	<b>VAC00777</b>
<b>JOB TITLE</b>	:	<b>Consultant: Commercial Proposal Development</b>
<b>JOB LEVEL</b>	:	<b>D1</b>
<b>SALARY</b>	:	<b>R 531 759 – R 797 639</b>
<b>REPORT TO</b>	:	<b>Lead Consultant: Commercial Proposal Development</b>
<b>DIVISION</b>	:	<b>Service Management</b>
<b>DEPT</b>	:	<b>Products, Services and Customer Solutions (PSS)</b>
<b>LOCATION</b>	:	<b>SITA Centurion</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To develop proposals for customer products, services and solutions to meet the business requirements in collaboration with other SITA Lines of Business and functions including Architectural designs, product packaging as well as costing and pricing.

### Key Responsibility Areas

- Implement the Commercial Proposal Development process in accordance with SITA Policy framework.
- Adhere to Architectural and Governance mechanisms for the Business Requirements
- Analyse and interpret the requirements for specific client demand in consultation with Business Units (catalogued and noncatalogued services) in line with SITA Service Catalogue, including the compilation of proposals
- Support, implement and ensure adherence and compliance to the Commercial Proposal Development methodologies and regulations to standardize.
- Monitor, measure and improve Client Proposal service delivery.
- Provide inputs to the budgeting process and planning and monitor/control the budget so that the expenditure is within the approved Budget.

### Qualifications and Experience

**Minimum:** A National Diploma or B Degree in Business Management, Project management, Information Technology or Computer Science or equivalent.

**Experience:** 5 – 6 years working experience in the business management, product management life cycle, including 2 – 4 years working experience in a Proposal Development environment.

### Technical Competencies Description

**Knowledge of:** High level of ICT products and services Proposal development processes including coordination with other lines of businesses and putting together a proposal document. Communication skills, MS Word, PowerPoint, and Excel.

**Technical competencies:** Enterprise ICT Governance (Policies & Legislation)

**Interpersonal/behavioural competencies:** Active listening; Attention to Detail; Analytical thinking; and Continuous Learning.

### 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 [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

**CV`s sent to the above email addresses will not be considered.**

**Closing Date: 24 January 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.