



Top 100 Vacancies Re-advertisement

REFERENCE NR	:	VAC00672
JOB TITLE	:	Head of Department: Contract Management
JOB LEVEL	:	E2
SALARY	:	R 1 339 003 - R 2 008 505
REPORT TO	:	Executive Supply Chain Management
DIVISION	:	Supply Chain Management
DEPT	:	Contract Management
LOCATION	:	SITA Erasmuskloof, Pretoria
POSITION STATUS	:	5 years Fixed term contract (Internal & External)

Purpose of the job

The role will be responsible for leading and providing strategic direction, ensuring successful contract management and supplier relations management processes, policies and mechanisms that maximize cost efficiencies and customer satisfaction with the provision of services that enable organs of State

Key Responsibility Areas

- Develop and ensure implementation of contract management strategies, processes, procedures, policies and governance frameworks that enable contract management best practices.
- Drives contract management optimization within SITA.
- Lead an effective Contract Management function in order to leverage on economies of scale and cost-effective procurement and to provide value for money to clients.
- Ensure a proactive approach to contracting management and improve Contract Management efficiencies
- Supplier Relations Management and Enterprise Development.
- Develop and implement effective commodity sourcing strategies in support of the client requirements and SITA ICT Operations Strategic Plan.

Qualifications and Experience

Minimum: Bachelor degree with Honours in Commerce/ Engineering/ IT or related.

Experience: 8+ Years in Procurement and Supply Chain Management role in a transformational position including exposure to the following Strategic Procurement and Supply Chain Management, Strategic Leadership (Managing a complex business / organisation successfully), Strategic Financial Management Strategic Contract Management, Strategic Commodity Management, Business and Supply Intelligence Analytics, Strategic People Management / Development, Strategic Operations Management, Strategic Stakeholder Management, Strategic Policy Formulation and ensuring successful Implementation. 8+ years' experience within the Supply Chain

Management and/ or Procurement environment, experience at Senior Management in the Corporate/ Public Sector organization with knowledge and understanding of the following Supply Chain Management legislation, policies, processes and procedures, Procurement and Supply Chain best practices, Supply chain management within the public sector, Expertise in Contract management and purchasing Demand planning and demand management, Commodity

and Strategic Sourcing Tender administration and management, Ability to work with key vendor partners on shaping the product direction in support of both business and technology needs while ensuring a robust and cost effective ICT environment.

Technical Competencies Description

Procurement and Supply Chain Best Practices, Deep understanding of procurement processes and different contract types. Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad- Based Black Economic Empowerment Codes and Regulations, Treasury Regulations, Procurement and supply chain best practices, SCM/Procurement processes procedures and transaction systems, Knowledge and market understanding of the ICT environment, Deep understanding of different contract types, Understanding of the Law of Contracts, Understanding document management practices, Strategic sourcing methodologies, Financial management and cost analysis, Supply Value Chain analysis, Risk management, Business and Supply Intelligence Analytics.

Other Special Requirements

N/A.

How to apply

Kindly forward your CV to: Masoko.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 02 April 2024

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.