



## VACANCY RE ADVERTISEMENT

<b>REFERENCE NR</b>	:	<b>VAC02256/21</b>
<b>JOB TITLE</b>	:	<b>Specialist: Bid Specifications</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 455 638 – R 683 457</b>
<b>REPORT TO</b>	:	<b>Manager: Bid Specifications</b>
<b>DIVISION</b>	:	<b>Supply Chain Management</b>
<b>DEPT</b>	:	<b>Demand Management</b>
<b>LOCATION</b>	:	<b>SITA Eramuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

Implementation of demand management processes with special emphasis on bid specifications in order to execute best practice procurement to leverage cost and operational excellence to enhance service delivery and further to optimise and standardize specifications.

### Key Responsibility Areas

- Implement processes and activities to achieve operational efficiencies in Bid Specification & Workflow Management;
- Maintain internal stakeholder relationships with a focus on monitoring Bid Specification & Workflow Management processes that aid in ensuring supply chain stability and efficiency;
- Assist with the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations;
- Assist with the processes, in the execution of strategies for the promotion of the transformation agenda (BBBEE, 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

### Qualifications and Experience

**Required Qualification:** Tertiary qualification in: Commerce/ Engineering/ IT /Supply Chain /Logistics/Law.

**Experience:** A minimum of 4 Years in Procurement / Supply Chain Management of which 2 years must have been in a Demand Management/Planning role. Exposure to ERP master data and databases an advantage.

Understanding of commodity and category management execution an advantage.

### Technical Competencies Description

Knowledge of: Procurement and supply chain best practices; SCM/Procurement processes, procedures and transaction systems; Business and Supply Intelligence Analytics Demand management best practices (e.g processes, tools and systems); Strategic Demand Management Knowledge of technology lifecycle; Basic knowledge

and market understanding of the ICT environment; Legal aspects for Procurement; Strategic sourcing methodologies; Bid Specification Development; Financial management and cost analysis including TCO; Supply Value Chain analysis; Risk management; Demand related policy formulation and implementation; Supplier relationship management; Performance Management; Tender administration and management.

**Skills:** Planning and organising; Financial management; Project management; Integrated change and transformation; management; Bid specification development and writing skills; Strategic thinking; Co-ordination of cross-functional teams (CFTs); Total Cost of Ownership Analysis; Strong analytical skills; Problem solving skills; Business acumen; Stakeholder management skills; and Report writing.

Tools and Technology: Computer literacy; Experience in Procurement systems e.g. Oracle, BI and Advanced; Planning and Scheduling (APS) systems, will be an added advantage. Personal Attributes: Strong Leadership skills Good interpersonal skills; Excellent communication and presentation skills; Strong networking, consultation and negotiation skills; and Collaboration and team player.

### **Other Special Requirements**

The incumbent will be required to undertake travelling to SITA offices country-wide, client sites and suppliers' offices.

### **How to apply**

Kindly forward your CV to: [Thulisa.recruitment@sita.co.za](mailto:Thulisa.recruitment@sita.co.za) stating the position applying for and the relevant reference number

**Closing Date: 22 February 2022**

### **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
- CV's sent to incorrect email address will not be considered