



**VACANCY - 2591
RE ADVERTISEMENT**

REFERENCE NR	:	VAC00794/25
JOB TITLE	:	Secretariat Support - Committees Secretariat
JOB LEVEL	:	C2
SALARY	:	R 300 971– R 451 457
REPORT TO	:	Manager Compliance and Secretariat
DIVISION	:	Supply Chain Management
DEPT	:	SCM: Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To implement Secretariat processes and activities that provides assurance around the integrity of Committees and the resolutions and decisions of such forums.

Key Responsibility Areas

- Implement secretariat processes and activities that enhance service provision to various committees
- Maintain internal stakeholder relationships with a focus on monitoring Secretariat issues in order to enhance integrity of operations
- Assist Compliance and Secretariat Manager in the management of resources (i.e. budget/finances, assets and human capital) within the section to ensure efficient operations.

Qualifications and Experience

Required Qualification: Matric plus 1 - 2-year National Higher Certificate in Commerce/Engineering/ IT /Supply Chain /Logistics/Audit/Law or any relevant qualification equivalent to NQF level 5.

Experience: 2-3 years' experience in Procurement / Supply Chain Management. Exposure to Secretariat functions would be an advantage. Experience in Public Sector Procurement would be an added advantage, with exposure to the following: Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations. Preferential Procurement Regulations, Broad-Based Black Economic Empowerment Codes and Regulations.

Technical Competencies Description

Knowledge of: Procurement processes and procedures. Public Sector Supply Chain Management Processes and Procedures. Legal aspects of Procurement B-BBEE and SMME principles and frameworks. CSDP practices. DTI Scorecard on BBBEE and SMME. Basic knowledge of ICT People Management / Development Operations Management. Knowledge of procurement governance frameworks, Policy development processes, Computer literacy, Experience in Oracle ERP Systems, Database management systems, procure to pay processes and e Procurement/e Tendering will be an added advantage.

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: 30 October 2025

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.
- 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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.