



## VACANCY RE ADVERTISEMENT

<b>REFERENCE NR</b>	:	<b>VAC01098</b>
<b>JOB TITLE</b>	:	<b>Specialist: Transversal</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: Transversal</b>
<b>DIVISION</b>	:	<b>Supply Chain Management</b>
<b>Department</b>	:	<b>Contract Management</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

Implement strategic sourcing strategies in Transversal Contracts with emphasis on leveraging economies of scale whilst managing total costs of ownership to achieve cost, operational and transformational objectives, within prescribed governance frameworks.

### Key Responsibility Areas

- Implement commodity sourcing strategies, processes and administration activities for Transversal Contracts in order to deliver fast and efficient tender turnaround times as well as achieve business operational efficiencies;
- Coordinate the complete bid process including negotiation and supplier selection processes so as to enhance defined value propositions for Transversal Contracts;
- Maintain customer/ supplier/internal stakeholder relationships to ensure supply chain stability, monitor and drive governance, contract compliance and performance;
- Assist sourcing manager in the management of resources (i.e. budget/finances, assets and human capital) within the section to ensure efficient operations;
- Assist in the execution of strategies for the promotion of the Procurement transformation agenda (B BEE, SMME, Local content, Black equity/ownership, industrialisation/manufacturing skills development, black youth, people living with disabilities, and black women) in order to develop the indigenous ICT sector and related industries.

### Qualifications and Experience

Minimum qualification requirement: 3 year Diploma / Degree in a relevant discipline / NQF level 6.

**Experience** : A minimum of 3- 4 Years in Procurement / Supply Chain Management of which 2 years must have been in a Strategic Sourcing role. ICT strategic sourcing experience will be an advantage.

## Technical Competencies Description

**Knowledge of:** Procurement and supply chain best practices SCM/Procurement processes and procedures Understanding of ICT commodities would be an added advantage Supply market research Commodity sourcing methodologies Data and spend analysis Implementation of sourcing strategies and processes Fact based Negotiations strategy implementation. Financial management and cost analysis Supply Chain analysis Risk management Legal aspects for Procurement Supplier relationship management Implementation of commercial value propositions Computer literacy Experience in Oracle ERP Systems, Database management systems, procure to pay processes and e Procurement/e Tendering will be an added advantage. Skills: Business Writing, Supply Chain Management.

## Other Special Requirements

N/A

## How to apply

Kindly forward your CV to: [Sisamtemba.recruitment@sita.co.za](mailto:Sisamtemba.recruitment@sita.co.za)

## Closing Date: 26 October 2021

## 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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered