



## VACANCY

REFERENCE NR	:	VAC001306
JOB TITLE	:	Senior Buyer
JOB LEVEL	:	C5
SALARY	:	R 455 638 - R 683 457
REPORT TO	:	Procurement Manager
DIVISION	:	Supply Chain Management
DEPARTMENT	:	Procurement
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To implement procurement plans for SITA Lines of Business Non-ICT Cluster products and services within prescribed governance frameworks, in order to deliver value for SITA in terms of prices, quality, service delivery and drive the transformation agenda.

### Key Responsibility Area

- Implement basic sourcing strategies, processes and administration activities for Non-ICT Cluster (SITA Line of Business 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 Non- ICT Cluster (SITA Line of Business)
- Maintain customer/ supplier/internal stakeholder relationships to ensure supply chain stability.
- Monitor and drive governance, contract compliance and performance.
- Assist Procurement 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 (BBBEE, SMME development, 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

**Minimum:** 3-year Diploma / Degree in Commerce/ Engineering/ IT /Supply Chain /Logistics/Law or any relevant qualification equivalent to NQF level 6.

**Experience:** A minimum of 4 Years in Procurement / Supply Chain Management. 1-year experience in Public Sector Procurement would be an added advantage, with exposure to the following: Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Codes and Regulations, and Treasury Regulations.

### 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
- Contract management and purchasing
- 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](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 [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call **080 1414 882**

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

**Closing Date: 23 January 2024**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.