



VACANCY - 2241

REFERENCE NR	:	VAC00341/26
JOB TITLE	:	Senior Manager Procurement: Order Management & Provincial Procurement
JOB LEVEL	:	D4
SALARY	:	R 887 541 – R 1 331 311
REPORT TO	:	HOD Basic Sourcing
DIVISION	:	Supply Chain Management
DEPT	:	Procurement
LOCATION	:	SITA Erasmuskloof, Pretoria
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage order management services and Provincial SCM operations oversight by implementing basic sourcing methodologies, policies, and processes to ensure service delivery, reduce costs and drive value creation.

Key Responsibility Areas

- Develop and implement basic sourcing and order management strategies, processes, procedures and tools that will enable basic sourcing best practices
- Manage, execute and report sourcing strategies, processes and activities for identified basic commodities on ICT and Non-ICT Clusters to achieve business operational efficiencies
- Ensure compliance to procurement policies and related legislative framework i.e. acclimatize with the changes in legislation and National Treasury requirements etc
- Manage resources (i.e. budgets/finances/assets) within the business unit in order to ensure the efficient operations
- Manage human resources in order to ensure the efficient operation of the business unit
- Develop, submit and provide quality assurance for submissions required within the basic sourcing function
- Manage, monitor, analyze and report on basic sourcing related risks, exposures and trends.

Qualifications and Experience

Required Qualification: 3-year National Higher Diploma/ Bachelor's degree in: Commerce/ Engineering/IT /Supply Chain /Logistics/Law; or NQF Equivalent.

Experience: 8 - 9 years practical experience within the public sector and/or private sector with a minimum of 2 years on ICT related commodities and a minimum of 3 year within a managerial position.

Technical Competencies Description

Knowledge of: Procurement and supply chain best practices SCM/Procurement processes, procedures, and transaction systems Knowledge and market understanding of the ICT environment Basic Sourcing with emphasis on a quick turnaround for Lines of Business Demand forecasting and planning Strategy development and implementation Facilitation of supplier negotiations financial management and cost analysis Supply Value Chain analysis Risk management Legal aspects for Procurement Stakeholder management Tender administration and management Contract management and purchasing.

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: 10 April 2025

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the 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 for 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.
- 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.