



VACANCY

REFERENCE NR	:	VAC00818/24
JOB TITLE	:	Senior Buyer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Procurement Manager
DIVISION	:	Provincial and Local Consulting
DEPT	:	SCM: Gauteng Province
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To implement procurement plans for SITA Lines of Business 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 Areas

- Implement basic sourcing strategies, processes and administration activities for ICT Cluster (SITA LoB) 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 ICT Cluster (SITA LoB).
- 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 (B BBEE, 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.

Qualifications and Experience

Minimum qualification requirement: 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 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** 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: 04 October 2023

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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.

