



## VACANCY - 1963

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| <b>REFERENCE NR</b>    | : | <b>VAC02256</b>                            |
| <b>JOB TITLE</b>       | : | <b>Specialist: Bid Specifications</b>      |
| <b>JOB LEVEL</b>       | : | <b>C5</b>                                  |
| <b>SALARY</b>          | : | <b>R 478 420 – R 717 630</b>               |
| <b>REPORT TO</b>       | : | <b>Manager: Demand Management</b>          |
| <b>DIVISION</b>        | : | <b>Supply Chain Management</b>             |
| <b>DEPARTMENT</b>      | : | <b>Demand Management</b>                   |
| <b>LOCATION</b>        | : | <b>SITA Erasmuskloof</b>                   |
| <b>POSITION STATUS</b> | : | <b>Permanent (Internal &amp; External)</b> |

### Purpose of the job

Implementation of demand management processes with special emphasis on bid specifications in order to execute best practice procurement to leverage cost and operational excellence to enhance service delivery and further to optimise and standardise specifications.

### Key Responsibility Area

- Implement processes and activities to achieve operational efficiencies in Bid Specification & Workflow Management.
- Maintain internal stakeholder relationships with a focus on monitoring Bid Specification & Workflow Management processes that aid in ensuring supply chain stability and efficiency.
- Assist with the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations.
- Assist with the processes, in the execution of strategies for the promotion of the transformation agenda (BBBEE, SMME, 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 National Diploma / Degree in a relevant discipline / NQF level 6

**Experience:** 3- 4 Years in Procurement / Supply Chain Management Exposure to ERP master data and databases an advantage Understanding of commodity and category management execution an advantage.

### Technical Competencies Description

**Knowledge of:** Procurement and supply chain best practices SCM/Procurement processes, procedures and transaction systems Business and Supply Intelligence Analytics Demand management best practices (e.g processes, tools and systems) Strategic Demand Management Knowledge of technology lifecycle Basic knowledge and market understanding of the ICT environment Legal aspects for Procurement Financial management and cost analysis including TCO Supply Value Chain analysis. Risk management Demand related policy formulation and implementation Supplier relationship management Performance Management Computer literacy Experience in Procurement systems e.g.Oracle, BI and Advaced Planning and Scheduling (APS) systems,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](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: 24 October 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.