



VACANCY - 1517

REFERENCE NR	:	VAC00325/25
JOB TITLE	:	Specialist Compliance/Policy Management
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Manager: Compliance and Secretariat
DIVISION	:	Supply Chain Management
DEPT	:	SCM: Centre of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage and execute the Procurement compliance frameworks to enable execution of procurement services in line with the governance frameworks as well as to provide secretariat functions that drive operational efficiency.

Key Responsibility Areas

- Implement compliance policies, procedures and guidelines to enable the provision of an efficient and effective procurement delivery model
- Maintain stakeholder relationships with a focus on monitoring Compliance/Policy issues in order to enhance integrity of operations.
- Assist Manager Compliance and Secretariat in the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations.

Qualifications and Experience

Required Qualification: Tertiary qualification in: Supply Chain /Logistics/Law /Audit NQF level 6.

Experience: A minimum of 3-5 Years in Procurement / Supply Chain Management. Demonstrable procurement compliance capabilities required 2 years' experience in Public Sector Procurement would be an added advantage, with exposure to the following: Public Finance Management Act, Preferential Procurement Policy Framework Act, DTI scorecard on Broad Based Black Economic Empowerment Codes and Treasury Regulations.

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Technical Competencies Description

Knowledge of: Procurement processes and procedures. Public Sector Supply Chain Management Processes and Procedures. Legal aspects of Procurement BBBEE and SMME principles and frameworks. Competitive Supplier Development Programme (CSDP) practices. DTI Scorecard on BBBEE and SMME. Basic knowledge of ICT People Management / Development Operations Management, Stakeholder Management, Knowledge of procurement governance frameworks and Policy development processes. Compliance and governance, Report writing, Communication Document management, 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: 15 April 2024

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.