



## VACANCY - 1925

REFERENCE NR	:	VAC00782/25
JOB TITLE	:	Specialist: Frameworks and Contracts
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
REPORT TO	:	Senior Manager: Frameworks and Contracts
DIVISION	:	Supply Chain Management
DEPT	:	Contract Management: Framework Contracts
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

Implement strategic sourcing strategies in Framework Agreements with emphasis on leveraging economies of scale whilst managing total costs of ownership to achieve cost, operational and transformational objectives, within prescribed governance frameworks.

### Key Responsibility Areas

- Implement commodity sourcing strategies, processes and administration activities for Framework Agreements 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 Framework Agreements.
- Maintain customer/ supplier/internal stakeholder relationships to ensure supply chain stability, monitor and drive governance contract compliance and performance.
- Assist sourcing 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 and related industries.

### Qualifications and Experience

**Minimum:** 3-year Diploma / Degree in a relevant discipline / NQF level 6.

**Experience:** 4 – 5 years' experience applicable to the specified discipline Understand the basic theoretical reasoning and detailed practical applications behind the process or system.

### 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 Computer literacy Experience in Oracle ERP Systems, Database management systems, procure to pay processes and e Procurement/e Tendering will be an added advantage.

**Skills:** Business Writing; Supply Chain Management; Customer Experience; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; and Decision-making.

**Interpersonal/behavioural competencies:** Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; and Stress Management.

### **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 [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

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

**Closing Date: 27 September 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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.