



VACANCY - 2347

REFERENCE NR	:	VAC00794/25
JOB TITLE	:	Specialist: Document and Data Management
JOB LEVEL	:	C5
SALARY	:	R 478 420 - R 717 630
REPORT TO	:	Senior Manager: Business Processes and Technology
DIVISION	:	Supply Chain Management
DEPT	:	Centre Of Excellence
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Implement Vendor Management strategies in Procurement through a framework that correctly classifies, categorizes and segments vendors per defined criteria with a particular focus on transformational objectives of preferential procurement as well as cost and operational efficiencies.

Key Responsibility Areas

- Manage and execute vendor management strategies, process activities and supplier help desk for Procurement requirements in order to achieve transformation objectives
- Maintain vendor and internal stakeholder relationships with a focus on monitoring vendor management processes that aid in ensuring efficient business operations.
- Assist Senior Manager – Business Enablement in the management of resources (i.e. budget/finances and assets) within the section to ensure efficient operations.

Qualifications and Experience

Minimum: Minimum qualification requirement: 3-year Diploma / Degree in a relevant discipline / Commerce/ Engineering/ IT /Supply Chain /Logistics/Law with NQF Level 6. Registration with a Procurement and Supply Chain Management professional body (e.g.CIPS) will be an added advantage

Experience: A minimum of 3-5 years' experience in Procurement / Supply Chain Management of which 1 year must have been in a Vendor Management role (the experience period also includes internship) 1 years' experience in Public Sector Procurement would be an added advantage, with exposure to the following: Public Finance Management Act and Procurement Policy Framework Act.

Technical Competencies Description

Strong analytical skills Problem-solving skills Business acumen Stakeholder management skills Business report writing Planning and organising financial management Project management.

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: 18 June 2025

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.