VACANCY ADVERTISEMENT

Vacancy Information Download	

Reference Number:	SITA/20250401/2237
BPS Vacancy Number:	VAC00796/25
Job Title:	Buyer
Job Level:	C3
Vacancy Type:	Internal
Salary Range:	R351254.00 - R526880.00
Organisation Name:	State Information Technology Agency
Division:	SCM: Executive SCM
Department:	SCM: HOD Contract Management
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To purchase the best Information Communication Technology goods and services at best value for SITA and government and ensure that supply chain management resources are focused on most priority ICT areas for government

Responsibilities:

Process and re assign purchase requisitions Verification and validation of supporting documents to the process relating to the creation of purchase orders Creation of Purchase Orders Monitor compliance to regulations, and any instructions issued by National Treasury from time to time Facilitate the expediting of purchase orders

Qualifications and Experience:

Minimum   Grade 12 PLUS 1   2 year National Higher Certificate in Business Management Logistics and or Commercial law or any qualification in the relevant discipline equivalent to NQF level 5   Experience   2 3 years experience within the Supply Chain Management and Procurement environment ICT procurement experience will be an advantage 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

Knowledge:

Basic Knowledge and understanding of Procurement and supply chain best practices SCM Procurement processes, procedures and transaction systems Knowledge and market understanding of the ICT environment Purchasing and order management knowledge with emphasis on quick turnaround times for clients and Lines of Business Demand forecasting and planning Facilitation of supplier negotiations Supply Value Chain analysis Legal aspects for Procurement Tender administration and management Contract management and purchasing Order management Procure to pay

Technical Competencies

Financial Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

Management Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

Supply Chain Management

The supply chain conceptually covers the entire physical process from ordering and obtaining the raw materials through all process steps until the finished product reaches the end consumer.

Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensures information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Empathy

The ability to understand and share the feelings of another.

Inclusivity

The practice or policy of including people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements
N/A

How to apply

To apply please log onto the e-Government Portal: 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 http://www.eservices.gov.za/, then follow the below steps:
1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 09 Apr 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
1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
4 Only candidates who meet the requirements should apply
5 SITA reserves a right not to make an appointment
6 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
7 Correspondence will be entered to with shortlisted candidates only
8 CV s from Recruitment Agencies will not be considered
9 CV s sent to incorrect email address will not be considered

******NB: EMAILED CV'S WILL NOT BE ACCEPTED******