VACANCY ADVERTISEMENT

Vacancy Information Download	
Reference Number:	SITA/20250610/2347
BPS Vacancy Number:	VAC00794- 25
Job Title:	Specialist: Document and Data Management
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	SCM: Executive SCM
Department:	SCM: HOD Centre of Excellence
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of 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.

Responsibilities:

•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.

Knowledge:

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

Technical Competencies

Application Development

The specification and design of software to meet defined requirements by following agreed design standards and principles. The definition of software, components, interfaces and related characteristics. The identification of concepts and patterns and the translation into a design which provides a basis for software construction and verification. The evaluation of alternative solutions and trade-offs. The facilitation of design decisions within the constraints of systems designs, design standards, quality, feasibility, extensibility and maintainability. The development and iteration of prototypes/simulations to enable informed decision-making. The adoption and adaptation of software design models, tools and techniques based on the context of the work and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

Database Administration

The installation, configuration, upgrade, administration, monitoring and maintenance of databases. Pro

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.

Continuous Learning

The ability to constantly expand one's skill set.

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 : 18 Jun 2025

Disclaimer

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