



**VACANCY
RE-ADVERTISEMENT**

REFERENCE NR	:	OPS –LP /ASCME/2015-01
JOB TITLE	:	Administrator: Supply Chain Management Expediting X2
JOB LEVEL	:	B4
SALARY	:	R 175 610.63 – R 292 684.38
REPORT TO	:	Manager: Purchase Order Management
DIVISION	:	Operations
DEPARTMENT	:	Supply Chain Management
LOCATION	:	Polokwane
POSITION STATUS	:	PERMANENT (External/Internal)

Purpose of the job

To provide efficient and effective administrative support for the management of purchase orders.

Key Responsibility Areas

To provide effective and efficient pre-purchasing and administrative support in order to expedite the supply chain management process. To monitor and ensure adherence to the requestors and vendors delivery schedules to ensure on-time deliveries and customer satisfaction. To process the requests using automated systems that promptly inform purchasing agents about purchasing requirements to enhance organisational effectiveness and efficiency. To facilitate and accelerate the flow of material and information between various service points to expedite the supply chain management process. To ensure accurate and timeous reporting to management by adhering to reporting regulations.

Qualifications and Experience

Minimum Qualifications: Matric Certificate or equivalent. Registration with Supply Chain Management professional bodies will serve as an added advantage **Experience:** 1 - 3 years experience within the Supply Chain Management and Procurement environment. Knowledge of records management will serve as an added advantage

Technical Competencies Description

Knowledge of: SITA Procurement Regulations; National Archiving Act; Treasury Regulations; Basic IT knowledge **Skills:** Planning & organising; Communication skill; Interpersonal and conflict skills; Computer literacy; Document Management; Customer relations.

Other Special Requirements

N/A

How to apply

Kindly forward your CV to: Lprecruitment@sita.co.za

Closing Date: 20 March 2015



Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates.

- 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 candidate 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 accepted.