

AGREMENT SOUTH AFRICA VACANCIES

Procurement Officer (Remuneration: R395 000.00 p.a.)

Reference number: ASA5/2018

Purpose of the job

To render and maintain an effective and efficient procurement function that will ensure value for money when acquiring assets, goods and services.

Key Responsibility Areas:

- Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality;
- Communicating with the immediate superior on specific aspects of Supply Chain Management policy and processes, clarifying understanding and implementation approach, outcomes and performance measures;
- Aligning information systems, applications, work policies and processes and role boundaries to support functional outcomes related to requisitioning, procurement, utilisation, etc.;
- Providing guidance to personnel on the interpretation of policies and procedures, application and communication sequences associated with the Supply Chain Management cycle;
- Categorising applications received from Service Providers/Vendors, referring to regulatory mechanisms and procedural guidelines to differentiate and/or allocate applications;
- Applying appropriate policies and processes and bid systems to solicit responses in the form of quotations/bids from suppliers/vendors or service providers;
- Attending to the verification and pre-qualification of persons/companies participating in the bidding process;
- Controlling administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids;
- Arranging and attending specifications and site meetings to communicate and/or inform prospective bidders on requirements and specific terms and conditions;
- Forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures;

- Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action;
- Applying administrative control procedures with respect to the identification, verification and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/ auction);
- Participating in meetings and providing information on specific Supply chain policies and procedures;
- Attending trade shows, product demonstrations to keep abreast of technological changes and improvements to specifications to help improve efficiencies and save costs;
- Meeting and/ or interacting telephonically with Sales personnel to seek information on pricing, product availability or introduction of new product ranges;
- Conducting supplier audits and evaluations to ascertain applicability and adherence to standards and regulations;
- Perform electronic and manual filing of documents to ensure proper maintenance of records including retrieval of documents when required;
- Perform information searches on the Internet, relevant books, journals and magazines in order to assist the department to execute its function;
- Organize meetings and events (book meetings, arrange refreshments, distribute agendas and minutes etc.) for supply chain management and other meetings as might be required;
- Draft agendas and take minutes during meetings (Supply Chain Management related and other meetings as might be required);
- Acquire, maintain and apply sufficient knowledge and skills to effectively utilize various software programs and systems relevant to the office environment (e.g. MS Office Suite); and
- Perform any Ad Hoc Duties and all reasonable tasks given by the Chief Financial Officer.

Qualifications and Experience:

- Degree/Diploma /B Tech in Supply Chain Management or Public Management or equivalent
- 3-5 years relevant experience in procurement/purchase environment.

Knowledge and Skills:

- Knowledge and understanding of Public Finance Management Act 1 of 1999, SCM Framework, National Treasury Regulations; Preferential Procurement Policy Framework Act 5 of 2000, Generally Recognised Accounting Principles, relevant Acts and regulations as required and Government Supply Chain policies and processes;
- Knowledge of the Government and Financial Systems i.e. GRAP, PPPFA, PFMA, National Treasury Regulations & all applicable legislatives;
- Problem solving and analytical skills;
- SAGE Pastel knowledge and experience will be an advantage; and
- High level of computer literacy (PowerPoint, Excel, Word, etc.);

Key Competencies

- Ability to exercise tact and good judgement with highly-sensitive information;
- Good planning and organizing skills;
- Good report writing skills;
- Ability to work accurately and efficiently;
- Ability to establish and maintain good relationships within the workplace;
- Ability to maintain high level of confidentiality and human dignity;
- Ability to function independently and within a team;
- Extremely organized, detail oriented and efficient;
- Ability to manage tight deadlines and punctual heavy workload; and
- Customer/stakeholder relations.

The candidate will be subjected to integrity checks before the appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (e.g. Neo Segwe: Position interested in: Reference no: ASAxxxxx) to email address agrement@csir.co.za by no later than **16 March 2018**.

Agrément South Africa is committed towards increasing the representation of marginalised groups in line with its Employment Equity Policy. Please note that correspondence and communication will be only be conducted with shortlisted candidates and that Agrément South Africa reserves the right to not make an appointment.