



POSTING

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: OFFICER (PROCUREMENT)
(FIXED TERM CONTRACT: 03 MONTHS)
PAY GRADE: B5
REFERENCE NUMBER: NICDCDC0822/001-01

To create, process and expedite all orders for internal customers as per approved requisitions on the Oracle ERP system in accordance with procurement policy.

Key Job Responsibilities

■Ensure all requisitions are being converted into purchase orders timeously according to the standard procurement procedure ■Measure supplier performance by following up [in writing or telephonically] on overdue orders on a weekly and monthly basis and generate reports for the procurement supervisor ■Have supplier data packs completed by new suppliers and have information captured on Oracle by Procurement [Data Management] ■Address constraints and delays by proactively communicating the procurement requirements with the internal and external customers ■In regions where needed, to place request for quotes (RFQs), contractors or source quotations for equipment below the cut off amount as per specification from end-users and to award such RFQ / quote to the lowest bidder/tenderer and/or to conclude a contract as per NHLS functionality evaluation and processes ■Perform general procurement administration, e.g. ensuring that all documents are printed and filed for record and audit purposes, etc. ■Clean up of the system by closing open orders in accordance to procedure ■Compile monthly and quarterly reports ■Report non-conforming suppliers to Corporate Procurement to enable them to blacklist companies as and when required in accordance with the National Treasury Regulations.

Minimum requirements & key competencies

■Grade 12 plus Higher certificate / NQF level 5 equivalent ■Purchasing and Supply Management Certificate or 5 years proven experience ■Two (2) years plus in purchasing / buying / receipting ■Experience in I-procurement / RFQ purchasing ■Knowledge of an ERP system [Oracle, SAP, etc.] ■Knowledge of PFMA, PPPFA and BBBEE requirements ■I-procurement / RFQ purchasing ■Basic reporting writing skills ■Communication skills ■Computer literacy (Advanced MS Excel) ■Prioritising skills ■Ability to work independently within a team ■Time management ■Telephone etiquette ■Assertiveness / Ability to be firm ■Planning and Organisational skills ■Deadline driven ■Attention to detail ■Numeric skills ■People skills ■Problem-solving skills ■Dealing with difficult customers.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

THE CLOSING DATE FOR THIS POSITION IS 02 SEPTEMBER 2022