

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications. e.g qualifications, Identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
4. Candidates credentials will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the published scale associated with the post grade. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
13. **This is an open advert. External applicants are welcome to apply for this bulletin.**

CLOSING DATE: 11 May 2026

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Grant Position

BUSINESS UNIT	ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE	ACADEMIC AFFAIRS AND RESEARCH
LOCATION	SANDRINGHAM
POSITION	PROCUREMENT OFFICER (FIXED TERM CONTRACT ENDING 30 JUNE 2026) (RE-ADVERTISEMENT)
PAY GRADE	B5
REFERENCE NUMBER:	CORPAARQA0426/001/09 (98100-008-8018)

Key Job Responsibility

■ To ensure all requisitions are being converted into purchase orders timeously according to their standard procurement procedures ■ To ensure 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. ■ To have supplier data packs completed by new suppliers and have information captured on Oracle by Procurement (Data Management) ■ To 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 (RFQ), contractors or source quotations or equipment below the cut off amount as per specification from end-users contract as per NHLS functionality evaluation and processes ■ To perform general procurement administration e.g. ensuring that all documents are printed and filed for record and audit purposes, etc. ■ To clean up of the system by closing open orders in accordance to procedure ■ To compile monthly and quarterly reports ■ To 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 competency:

■ Grade 12 ■ Certificate in Supply Chain Management/Logistics/Business Administration/Commerce (NQF Level 5) ■ Three (3) years experience in purchasing buying/tenders/contracts ■ 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 ■ Numerical Skills.

Contract is renewable at the discretion of the employer and subject to operational requirements.

Enquiries may be directed to Ndabenhle. Ngongoma @ (011) 386 6145, or e-mail application to Corporate2@nhls.ac.za

