



VACANCY

Title: National Buyer
Location: Pretoria
Job Type: Fixed Term

Purpose of the role

Responsible for the national procurement of goods, services and travel management for SAMSA, while ensuring compliance with National Treasury Regulations. Responsible for negotiating terms and favorable conditions; driving improved supplier service levels; minimizing risk while improving SAMSA's business results; and standardizing and automating business and procurement best practice processes.

Key Responsibilities

- Conduct market and industry analysis to ensure best value
- Gather need, specification and spend information
- Compile RFQ / RFI/ RFP documents and effectively manage the end-to-end process
- Facilitate and lead the Briefing Sessions and bid evaluations committee
- Leading Cross Functional Teams for different projects and business units
- Undertake and commercial evaluation and adjudication of supplier bids and coordinates technical evaluation
- Ensure strategic sourcing procedures and contracts comply with PFMA directives and other specific procedures
- Utilise total cost models to secure good deals and manage the cost on an ongoing basis with the help of a Procurement Manager
- Build sound relationships with suppliers
- Respond and resolve to supplier enquiries and queries
- Ensure that supplier performance meets the company's expectations
- Manage and report on supplier's performance against contract deliverables, SLA etc
- Follow up with suppliers to ensure adherence to payment period (e.g. 30-day)
- Build sound relationships with end-users
- Provide guidance on the interpretation of SCM procedures, application and communication
- Support internal stakeholders with their requirements and ensure delivery of the required service / goods
- Report on portfolio TCO and supplier performance as well as contract performance and efficiencies
- Report on portfolio contract performance including: -Contract spend and consumption - Contract price escalation performance vs relevant price indices - BEE spend
- Report on portfolio contract administration efficiency in line with annually agreed end-user service level agreements (SLAs), including: New contract establishment lead times; Price evaluations; Amendments; Resolution of queries
- Ensure confidentiality of supplier information
- Support the disposal of redundant / obsolete furniture or /and equipment process
- Ensure data capturing is accurate and on time
- Maintain proper filing system
- Ensure confidentiality of supplier information
- Ensure that procurement reports and registers are accurate and are submitted on time



- Generate outstanding purchase order reports
- Generate outstanding requisitions report
- Approval of orders within delegated authority
- Perform any other reasonable Supply Chain Management duties as assigned by the superior

Requirements

- Does this so National Diploma (NQF Level 6) in Supply Chain Management or related
- Chartered Institute of Procurement and Supply (CIPS) membership added advantage

Knowledge and Experience

- 5 to 7 working experience in Supply Chain Management, 2 years should be at the supervisory or specialist level
- Good understanding of the SCM Policy
- In-depth knowledge of supply chain end-to-end processes and best practice
- SCM system knowledge
- Good understanding of Public Procurement Legislation e.g. PPPFA, National Treasury Regulations, B-BBEE

Competencies

High levels of competence on the skills below is a requirement:

- The ability to communicate oral and written
- Policy application and understanding
- Project management
- Customer service and internal stakeholder management
- Able to work independently