



Joburg|Market

Joburg Market (SOC) Ltd

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www.joburg.org.za

ACQUISITION MANAGER

Salary: R56 330.00 D1/T14 per month basic excluding benefits

JOB PURPOSE

Responsible for ensuring any acquisition made is sound and reasonable. This involves projecting how the transaction will affect the company and determining the financial impact of a takeover. Develop and execute the acquisitions strategy as well as ensure the process runs smoothly.

DUTIES AND RESPONSIBILITIES

Procurement of various goods and services in terms of MFMA Act, PPPFA Act, BBBEE Act and other National Treasury Regulations. Implement the SCM Policy and strategy at operational level. Manage day-to-day acquisition operations of SCM activities. Leading team to manage complex procurements from conception to completion, maintaining an inventory of available materials as well as potential suppliers for future purchases, Negotiating prices and terms of agreements with suppliers on behalf of an organization, Conducting market research to identify potential suppliers who could meet an organization's needs, Reviewing bids from suppliers to ensure that they conform to specifications and are complete, Working with internal departments to develop budgets and plans for projects involving large capital expenditures, Coordinating with legal counsel to ensure that contracts adhere to all legal requirements, Coordinating with companies to arrange pick up of purchased goods or delivery of purchased items, Communicating with vendors to ensure that orders are processed accurately and on time.

Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Degree / CIPS Diploma or National Diploma/ NQF level 7
- MFMA minimum competency will be an added advantage
- 5-8 years relevant experience at specialist or management level
- Extensive knowledge of SCM legislation and regulations
- Microsoft Suit of Products at least at Advance level. (Excel, Word, Outlook)

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

**Please forward all applications to acquisition-manager@joburgmarket.co.za please note all CV's must have the following supporting documents
Cover Letter, Certified copy of ID and supporting Qualifications, if not your application will be rejected. NO APPLICATION FORMS MUST BE COMPLETED.**

Please take note if not contacted after 4 weeks of closing date, consider your CV as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encourage in Applying.

The closing date is 07 September 2022 at 12:00 pm.

29/08/22