

DEMAND SPECIALIST

**Salary: (T13/C5) R42 715.04
per month (Basic Excluding
benefits)**



JOB PURPOSE

To ensure that the resources required to fulfill the needs identified in the Strategic Plan of the Joburg Market are quantified; budgeted for; timely & effectively delivered at the right locations on the critical delivery dates and are of appropriate quality at a fair cost.

DUTIES AND RESPONSIBILITIES

- Procurement of goods and services in terms of MFMA Act, PPPFA, SCM Regulations and the BBBEE Act.
- Examines and analyzes departmental purchase requisitions
- Develop and implement Demand Management procedures
- Produce Demand reports , Develop routine and ad-hoc demand related reports for management
- Establishing robust relationships with key senior stakeholders to ensure alignment and buy in to the Integrated Planning Process (IBP)
- Conduct market research of products and services
- Determines best method of procurement in line with regulations
- Implement the operational requirements of SCM Policy through processes, procedures and systems
- Preparation of RFPs and tender specifications
- Keep and maintain a record of all approved Specifications/TOR monitored, including the recording of corrective measures and/or additions to be made to specifications that will be used again in future to invite bids
- Study and keep abreast of the relevant Public Service and organizational prescripts/policies, processes and procedures
- Provide input regarding policies and procedures as and when required
- Ensure that supplier queries are handled in a professional manner to avoid unpleasant customer relationships.
- Conduct comparative price analysis and total cost of ownership analysis
- Develop commodity and category lists for strategic products and consumer goods




Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381



info@joburgmarket.co.za
www.joburgmarket.com



PO Box 86007
City Deep, Johannesburg
South Africa
2049

16/09/2025



Joburg|Market

a world class African city

DEMAND SPECIALIST

**Salary: (T13/C5) R42 715.04
per month (Basic Excluding
benefits)**



ESSENTIAL SKILLS

- Understanding of capital procurement
- Application of National Treasury Municipal SCM Regulations and other related legislation
- Knowledge of purchasing practices and procedures
- Time management
- The highest level of client and business confidentiality at all times
- Ability to ensure that the standards, disciplines and procedures of the company are strictly maintained
- Transparency & honesty
- Positive attitude and highly motivated

QUALIFICATIONS

- B degree Supply Chain Management
- 2-3 Years relevant experience in Supply Chain Management

ADDED ADVANTAGE

- MFMA minimum Competency
- CIPS Level 5

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

Email to: demandspecialist@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

NO APPLICATION FORMS MUST BE COMPLETED

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply

The closing date is 30 September 2025 at 12:00 pm.

16/09/2025