



Joburg|Market

Joburg Market (SOC) Ltd

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PROCUREMENT SPECIALIST

Re-advert

Salary: R30 075.00 C4/T12 per month excluding benefits

JOB PURPOSE

Sourcing of goods and services in line with departmental policies and procedures as well as government regulations. Implement the company SCM strategy.

DUTIES AND RESPONSIBILITIES

Process complex and unique purchasing transactions according to the company, municipal, provincial and governmental policies and procedures, examines and analyzes departmental purchase requisitions and orders for completeness and accuracy of information; contact department or initiator to clarify or complete information, determines method to process requisition based on rand amount, timelines required, existing open contracts and/or competitive bidding, identifies and selects supplier to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date, implement the identified needs and develops and refines specifications for commodities, supplies or equipment, updates records and files and secure samples, descriptions, photos, or information for departments, interprets and communicates bidding procedures to departments, assists departments with initiating requisitions and orders and solves problems with orders, writes and distributes complex and technical tender invitations or requests for proposals; receives and analyses tenders, quotes, proposals and awards the contract, resolves bidding problems between department and vendors and bid committees, negotiates contracts and tender proposals, seeks new sources of supplies for goods and services and secures terms favorable to JFPM. Develop, maintain and update bid register. Compile reports on all matters concerning bid processes. Co-ordination of the bids process value chain. Perform miscellaneous job-related duties as assigned

QUALIFICATIONS

- Bachelor's Degree / National Diploma/NQF level 7/CIPS
- 3-5 years' experience in Supply Chain Management

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 procurement-specialist@joburgmarket.co.za. Please note all CV's must have attached the Following: Cover Letter, Certified copy of ID and supporting Qualifications, if not your application will be rejected. Regret no CV's will be accepted by hand.

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

NO APPLICATION FORM SHOULD BE COMPLETED

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

The closing date is 30 May 2022 at 12:00 pm.