

JOB TITLE : **PROCUREMENT MANAGER**
REPORTS TO : **HEAD OF PROCUREMENT**
BUSINESS UNIT : **PROCUREMENT**
LOCATION : **HEAD OFFICE: PRETORIA**
POSITION STATUS : **PERMANENT**
POSITION GRADE : **D3**

Purpose of the Job

Partner and support of business through the development and implementation of the procurement plan through facilitating procurement of projects as identified in the corporate plan in order to achieve strategic objective of the organisation.

Job Responsibilities

Partner with business to ensure customer satisfaction in the development and management procurement plan for Postbank with specific reference to the demands relating to the corporate plan. Review the Procurement policy and standard operating procedure for the procurement of goods and services. Assist in developing and implementing procurement strategy for Postbank. Ensure efficient management, control, compliance and reporting of the function in accordance with the stipulations of the National Treasury and external stakeholders. Assist in developing/drafting in collaboration with business owners and users' procurement specifications and related tender documents: Deviations, Requests for proposals (RFP), Request for quotations (RFQ), etc.. Provide support to the Head of Procurement in the overall management of the procurement processes and administration of the Bid Committee meetings. Develop, in collaboration with the business owners, all procurement requirement documentation – specifications, evaluation criteria, etc. Respond to auditors and development procurement risk register and manage relations with external stakeholders. Identify and mitigate irregularities in the value chain. Review and submit procurement reports as frequently as required. Supervise procurement Quotations and Request for Proposal. Guide, advise and render secretariat functions to SCM bid communities. Review Terms of reference for the bid communities to comply with National Treasury procurement directives.

Key Output:

- Secretariat function to the SCM Bid Committees
- Quality assurance and guidance
- Turnaround time of RFP / RFQ as per SLAs, etc
- Enforcement of procurement policy, process, and its communication to stakeholders
- Customer relations and satisfaction
- Interpret and communicate National Treasury prescripts
- Mitigation of irregularities and reporting to relevant authorities
- Stakeholder engagement support

Qualifications and Experience

- Minimum of a Degree (NQF Level 7) in Commerce / Engineering / Supply Chain Management or equivalent.

Experience:

- Minimum of 5 years' experience SCM projects and / or operations environment with an emphasis on procurement processes, of which 2 years in a supervisory role. Certification and/or experience in procurement in a public entity/environment will be a distinct advantage

Knowledge and understanding of:

- Specific/BEE principles, and related procurement/purchasing/Materials Management principles and standards
- Procurement policies including the PPP Framework
- Understand guidelines and policies for optimising commercial leveraging within the purchasing context
- Understanding commodity markets
- Relevant system knowledge Environmental legislation, sustainability theories, practices and programs
- Modelling and Cost benefit analysis
- Change Management Methodologies
- Project management (principles, practices, techniques and tools)
- Organisational development, management techniques and good business practices
- Financial Management
- Value Chain Management

Skills and Attributes

- Customer orientated and agility
- Conflict resolution and/or mediation skills
- Financial Management skills, i.e. budgeting, cost benefit analysis and business case development
- Advanced verbal and written communication, presentation and selling skills
- Decision making skills
- Supervisory skills
- Management and development of others
- Analytical Thinking and Research skills
- Ability to analyse complex problem situations and design effective remedial solutions
- Planning, coordination & implementation skills
- Accurate numerical computations, analytical and overall quantitative skills. Interacting with stakeholders internally and externally (Business, Government & Labour)
- Risk and Compliance management
- Relevant statutes, rules and regulations.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

11 July 2025

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.