

POSITION NUMBER : 60066683
JOB TITLE AND LEVEL : PROCUREMENT SPECIALIST (C5)
REPORTS TO : MANAGER PROCUREMENT
LOCATION : HEAD OFFICE - PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

Responsible for identifying sources of supply, evaluating and selecting suppliers. Negotiate certain contracts as delegated with commodity-specific suppliers providing procurement of materials and / or services for Postbank. Assist in developing/writing, in collaboration with business owners and users' procurement specifications and related tender documents (LBD's, RFP's, RFQ's, etc.). Manages the timely and effective review of supplier proposals for price, delivery time and quality. A key output of this position is to ensure value for money (price, quality Specific Goals and functionality). Provide support to the Manager Procurement in the overall management of the procurement processes and administration around the Bid Committee meetings for Postbank.

Job Responsibilities

Sourcing and Contracting with Suppliers:

- Assess if the Material demand is special / once off or recurring.

Bidding Process:

- Receive / collect approved Memo / Business Case / Deviation from Business.
- Write, in collaboration with the business owner and users, the required procurement specifications, evaluation criteria and other related tender documents for approval.
- Open project folder on e-line
- Develop and capture basic evaluation criteria.
- Facilitate the Bid Specification Committee to obtain approval of specifications.
- Schedule meetings and render secretarial services to the Bid Specification Committee
- Submit evaluation criteria to Manager to support.
- Prepare RFQ documentation, advertisement and project plan.
- Publish advert.
- Post all information on share drive and website.
- Conduct compulsory briefing sessions and maintain attendance register for briefing sessions,
- Obtain bidders proposals from Document Management/bid box –register of bids received on closing date and time.

Evaluation of Bid:

- Perform administrative bid compliance.
- Prepare bid proposals for Bid Evaluation Committee members.
- Prepare submission template for evaluation.
- Evaluate bids in terms of price, functionality and Specific Goals
- Adjudication of Bids, Deviations and Contract Variation/Expansion/Extension
- Prepare submissions for adjudication with all supporting documents and hand over to manager.
- Facilitate Bid Adjudication Committee meetings for bid awards, deviations, contract variations/expansion/extension.
- Notify successful bidders.
- Hand over working file to Legal Services for contracting.
- Notify unsuccessful / bidders and project owner.

Document Management:

- Hand over the working file to Document Management – all information in file, numbered, signed off by head of Unit, registered.

Qualifications and Experience

- National Diploma (NQF Level 6) in the SCM discipline.
- 5 years procurement experience as a Senior Buyer or Senior Administration Officer in a banking environment
- Certification and/or experience in procurement in a public entity / environment would be a distinct advantage.
- SAP experience

Knowledge and understanding of:

- Good long-term business insight
- Project Management
- Risk Management

Skills and Attributes

Excellent networking and communication skills (writing & verbal), Ability to conclude mutually beneficial deals through sound business process knowledge and effective negotiating skills, Excellent client relations, Analytical, Project planning, Bid / RFQ status tracking, Problem solving and conflict resolution, Understands organisation's functional interdependence, High level of accuracy, Computer literate, Numeric, Reporting

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

13 May 2024

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, first preference will be given to candidates from designated groups. 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.