

JOB TITLE : **PROCUREMENT SPECIALIST (C-LEVEL)**
REPORTS TO : **MANAGER - PROCUREMENT**
BUSINESS UNIT : **PROCUREMENT**
LOCATION : **HEAD OFFICE (PRETORIA)**
POSITION STATUS : **FIXED TERM CONTRACT (8 MONTHS)**

Purpose of the Job

Responsible for identifying sources of supply, evaluating and selecting suppliers. Negotiate prices for certain projects 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 (LBDs, RFPs, RFQs, etc.). Process RFPs, RFQs, LBDs 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). Compile reports. 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

- Manage lead times within project environment
- Reviewing of procurement specifications and compilation of tender documents
- Percentage of cost reduction of procurement through effective negotiations
- Percentage of procurement efficiency improvement by effectively managing turnaround times
- Order management
- RFQ/RFP process and evaluation in accordance with PPPF Act, procurement policy / procedures / process requirements
- Secretariat function to the Bid Committees
- Repetitive procurement spends to be converted into contracts
- Quality of submissions
- Turnaround time of RFPs / RFQs as per SLAs, etc
- Accuracy of procurement policy and its communication to stakeholders
- Customer relations
- Supplier rotation
- Structure of bid / RFQ documents
- Responsible for the completeness of submissions in the procurement file

Role Requirements:

Qualification:

- National Diploma (NQF Level 6) in the SCM discipline.

Experience:

- 3 Years procurement experience as a Senior Buyer or Senior Administration Officer.
- Certification and/or experience in procurement in a public entity / environment would be a distinct advantage
- Good long-term business insight
- SAP experience

Knowledge and understanding of:

- SAP System
- Public Finance Management Act (PFMA)

- Preferential Procurement Policy Framework Act (PPPFA)
- National Treasury Instruction and Practice Notes, Circulars relating to SCM.

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
- Risk Management, Problem solving and conflict resolution
- Understands organization'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

20 June 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.

Note, only applications received on this platform will be considered. "POPIA sections 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."

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.