



## INTERNAL AND EXTERNAL RE-ADVERTISEMENT

<b>JOB TITLE:</b> Sourcing Specialist	<b>SALARY GROUP:</b> Junior Management	<b>LOCATION:</b> Eastern Cape (East London)
<b>DEPARTMENT:</b> Supply Chain Management <b>BUSINESS UNIT:</b> PRASA CRES	<b>POST NUMBER:</b> TBA	<b>REFERENCE:</b> R&S/EC/SCM/24/11/23

**DEPARTMENTAL MISSION:** To strategically source goods and services from external suppliers and/or service providers to meet the requirements of end users in a cost-effective manner through adherence to the tendering policy, procedures, and practices.

<b>OUTPUTS:</b>	<ul style="list-style-type: none"> <li>• Prepare Request for Proposal documents, Coordinate Bid Specification Committee and Bid Evaluation Committee, Conducts formal briefing sessions for all requests for proposals, Checks that tenderers understand the PRASA CRES requirements and tender process.</li> <li>• Conduct adjudication process according to a predefined, communicated and consistently applied set of criteria. Shortlists and eliminates tenders that do not meet the minimum requirements in the first round of evaluations.</li> <li>• Evaluates tenders against a pre-defined initial set of criteria, Informs tenderers timeously on outcome of award of contracts, Coordinates tenders in accordance with policies, procedures, and legal requirements, Drafts recommendation reports for the Adjudication Committees which summarize recommendations for approval and declining of tenders, Collects and verifies the required data from all relevant sources.</li> <li>• Collates the data and generates the reports utilising the information in accordance with policies and procedures.</li> <li>• Drafts recommendation reports for the Adjudication Committees which summarise recommendations for approval and declining of tenders.</li> <li>• Submits the report for approval by senior or top management depending on amount of the tender, Negotiate prices, terms of contract with suppliers in line with total cost ownership, Deliver on saving plans and tracking results. Manage the sourcing process to ensure sourcing targets.</li> <li>• Develops and maintains good relations within the department and all stakeholders, Provides guidance to other departments in relations to procurement services, Analyses the departmental business plan to determine the applicable deliverables and target, Tracks and monitors Personal Development Plan.</li> <li>• Manages Human Resources in accordance with policies, procedures and legal requirements.</li> </ul>
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<b>KNOWLEDGE:</b>	<b>SKILLS:</b>	<b>ATTITUDES:</b>	<b>CAPABILITIES:</b>
<ul style="list-style-type: none"> <li>• Company Policies and Procedures, especially Supply Chain policy, Internal Processes and Systems.</li> <li>• Extensive understanding of relevant legislation: PFMA; PPPFA; CIDB; BBBEE; Treasury Regulations.</li> <li>• Knowledge of SAP and MS Office.</li> <li>• Strong knowledge and experience in good corporate governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills.</li> <li>• Negotiation skills.</li> <li>• Problem Solving skills.</li> <li>• Contract Management.</li> <li>• Risk Management.</li> <li>• Excellent administrative skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance.</li> <li>• Analytical.</li> <li>• Integrity.</li> <li>• Reliability.</li> <li>• Deadline Driven.</li> <li>• Professional.</li> <li>• Customer focus.</li> <li>• Quality oriented and Team Player.</li> <li>• Ability to work in a result orientated environment.</li> <li>• Attention to Detail.</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Grade 12 certificate.</li> <li>• National Diploma in Supply Chain Management/ Purchasing / Procurement / Logistics or Business Management.</li> <li>• Valid Code 08 Driver's License.</li> </ul> <p><b>Added Advantage:</b></p> <ul style="list-style-type: none"> <li>• Registration with CIPS.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years' experience as a Senior Buyer / Procurement Officer.</li> </ul>

<p>Please apply by submitting PRASA's internal application form OR application letter together with your CV and certified (not more than 3 months) copy of ID &amp; certificates to: email - <a href="mailto:humancapitalcres@prasa.com">humancapitalcres@prasa.com</a>.  <b>Please send one PDF Document.</b>  <b>NB: INCOMPLETE APPLICATIONS &amp; MULTIPLE PDF DOCUMENTS WILL BE DISCARDED</b></p>	<p><b>CLOSING DATE: 05 December 2023</b>  <i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>
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ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION	As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African X	Indian X	Coloured X	White X	African X	Indian X	Coloured X	White X