

EXTERNAL ADVERTISEMENT ONLY

JOB TITLE: Vendor Master Administrator (12 months contract) (x2)	SALARY GROUP: Junior Level	LOCATION: PRASA Corporate Office, Braamfontein
DEPARTMENT: Group Supply Chain Management	POST NUMBER: TBA	REFERENCE: R&S/VMA/GSCM/012

DEPARTMENTAL MISSION: To create, maintain and update vendor master data files.

KEY PERFORMANCE AREAS (KPA's):

1. Vendor Master Administration

- Load vendors (including classification and categorization of Trade, sundry, payroll and Intercompany vendors).
- Verify vendor information (B-BBEE, Tax compliance checks, vendor accreditation, CSD registration etc.)
- Process amendments on the Vendor Master File (vendor detail change requests as per compliance checklist).
- Maintain data Integrity by:
 - obtaining updated information for active suppliers (BBBEE, Tax pins and contact details).
 - updating the vendor master profile.
 - flagging dormant Vendors.
 - maintaining the same process for PRASA divisions.
- Provide CSD support to suppliers and PRASA employees. And disseminate information to buyers on CSD-related matters.
- Support vendor-related projects.
- Resolve vendor queries relating to:
 - Vendor Master Data,
 - CSD and CIPS,
 - BBBEE verification,
 - Tax verification,
 - supplier accreditation etc.

2. Promote compliance

- Conduct assessments of vendors to identify compliance and deviations.
- Communicate new regulations to all stakeholders by:
 - Develop information manuals for buyers.
 - Conducting awareness workshops.

3. Reporting and record keeping

- Draw data from SAP and prepare B-BBEE reports.
- Maintain vendor records (SAP and hard copies).

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:						
<ul style="list-style-type: none"> Knowledge of procurement principles and relevant legislation such as BBBEE Computer literate (MS Excel, PowerPoint and Word) 	<ul style="list-style-type: none"> Time management Presentation Communication Analytical and Problem Solving Interpersonal 	<ul style="list-style-type: none"> Detail oriented Tact and diplomacy Team Player Customer oriented 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> Diploma/Certificate in Business Administration (NQF 5) <p>Experience</p> <ul style="list-style-type: none"> 2 years experience in Supply Chain Management (vendor management) 						
<p>Please apply by submitting this together with your complete CV to the Senior Manager: Recruitment & Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of Norlene Letebele or email: norlene.letebele@prasa.com</p>			<p>CLOSING DATE: 28 February 2023</p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>						
<p>By responding to this vacancy advert irrespective of how such information is submitted, you consent to collecting, collating, processing and storing for such information and the use and disclosure of such information by the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”)</p> <p>A copy of PRASA’s Privacy notice is available on the website or on request.</p>									
<p>ISSUED BY CORPORATE RECRUITMENT OFFICE</p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p>MALE</p>				<p>FEMALE</p>			
		<p>African</p> <p>x</p>	<p>Indian</p> <p>x</p>	<p>Coloured</p> <p>x</p>	<p>White</p> <p>x</p>	<p>African</p> <p>x</p>	<p>Indian</p> <p>x</p>	<p>Coloured</p> <p>x</p>	<p>White</p> <p>x</p>