

## INTERNAL & EXTERNAL ADVERTISEMENT

<b>JOB TITLE:</b> Sourcing Specialist	<b>SALARY GROUP:</b> Junior Management	<b>LOCATION:</b> Northern Gauteng Region (Pretoria)
<b>DEPARTMENT:</b> Supply Chain Management <b>BUSINESS UNIT:</b> PRASA CRES	<b>POST NUMBER:</b> TBA	<b>REFERENCE:</b> R&S/NGR_SCM/05/2024

**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.

**KEY PERFORMANCE AREAS (KPA's):**

1. Coordinating Tender Process.
2. Consolidating and Compiling Reports.
3. Negotiating prices, terms of contract with suppliers in line with total cost ownership.
4. Delivering on saving plans and tracking results.
5. Managing the sourcing process to ensure sourcing targets.
6. Stakeholder Management: Developing and maintaining of good relations within the department and all stakeholders.
7. Providing guidance to other departments in relations to procurement services.
8. Management of Human Resource and Performance.

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> <li>• Company Policies and Procedures, especially Supply Chain policy.</li> <li>• Internal Processes and Systems.</li> <li>• Extensive understanding of relevant legislation: PFMA; PPPFA; CIDB; BBBEE; Treasury Regulations.</li> <li>• Excellent administrative skills and ability to work in a result orientated environment.</li> <li>• Knowledge of SAP and MS Office.</li> <li>• Strong knowledge and experience in corporate governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Communication</li> <li>• Problem solving</li> <li>• Contract Management</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance</li> <li>• Analytical</li> <li>• Integrity</li> <li>• Reliability</li> <li>• Deadline Driven</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Grade 12 or equivalent.</li> <li>• National Diploma in Supply Chain Management/ Purchasing / Procurement / Logistics.</li> <li>• 3 Years Experience as a Buyer/ Procurement Officer.</li> <li>Valid Code 8 Driver's license.</li> </ul>

# Vacancy

<p>Please apply by submitting your Internal application form (for internal applications) CV together with a certified (not more than 3 months) copy of ID, drivers' license &amp; certificates to: NGR.RECRUITMENT@PRASA.COM. APPLICATIONS i.e. C.V, Certificates etc. TO BE SENT IN ONE PDF DOCUMENT. NB: Clearly indicate the reference number on the subject of your application (PLEASE NOTE THAT INCOMPLETE APPLICATIONS AND MULTIPLE PDF DOCUMENTS WILL BE DISCARDED)</p> <p><b>CLOSING DATE: 26 July 2024</b> <i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>	<p>By submitting your application for a position at PRASA, you are consenting that the personal information submitted as part of your application maybe used for the purposes of the recruitment and selection and the related processes.</p> <p>PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of 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>PRASA reserves the right not to make an appointment to the posts as advertised and to correct any errors that might arise from the recruitment processes.</p>	<p>PRASA applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. PRASA is an equal opportunity employer. The appointment will be made in line with PRASA EE targets.</p>						
<p><b>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</b></p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p><b>MALE</b></p>				<p><b>FEMALE</b></p>			
		<p><b>African</b></p> <p>X</p>	<p><b>Indian</b></p> <p>X</p>	<p><b>Coloured</b></p> <p>X</p>	<p><b>White</b></p>	<p><b>African</b></p> <p>X</p>	<p><b>Indian</b></p> <p>X</p>	<p><b>Coloured</b></p> <p>X</p>	<p><b>White</b></p> <p>X</p>