

## EXTERNAL ADVERT

<b>Location:</b>	<b>Centurion</b>
<b>Division:</b>	<b>Chief Financial Office (Procurement)</b>
<b>Date last modified:</b>	<b>February 2022</b>
<b>Reports to:</b>	<b>Senior Manager: Procurement</b>
<b>Nature of employment:</b>	<b>24 months fixed-term</b>
<b>Total Cost to Company</b>	<b>Market related</b>

### [BUYER]

The purpose of this position, not limited to:

Purchase goods and services to ensure that the organisational needs are met, whilst complying with relevant legislations and Policies.

### THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

#### 1. Acquisition of goods & services within threshold of R500k

- Advertise RFQs as per the approved policies and procedures
- Acquire Goods and services within the contracted targets and timelines.
- Ensure rotation of suppliers to spread opportunities
- Assist user departments with briefing sessions and site inspections where necessary
- Issue clarifications to the market as per the procedures
- Provide feedback to client departments on procurement process

#### 2. Assist with Contract Administration

- Update contract Register
- Review Variation Orders prior to approval.
- Process invoices within the prescribed timelines
- Issue purchase Orders in accordance with the approved procedures.
- Contract Performance reports submitted
- Review invoices for accuracy of rates and quantities prior to submission to Finance for payment
- Follow up with client departments on submission of BBBEE certificates for contracts longer than a year

#### 3. Internal & External Audit

- Ensure submission of relevant information as requested by auditors within the prescribed timelines.
- **And ensure the following:**
  - Clarifications submitted to the auditors within the prescribed period.
  - Audit findings management response submitted within prescribed timelines
  - Inputs into the management action plan to address findings.
  - Resolution of management action plans within the prescribed timelines

- Monitors the implementation of preferential procurement in line with TCTA's approved policies and strategies

#### **4. Reporting**

- Contribute to the monthly report on procurement through RFQs timelines
- Contribute to the Monthly report on procurement progress report

#### **MINIMUM REQUIREMENTS**

- National Diploma in Procurement / Supply Chain or any other relevant field of study
- Minimum of 4 years' experience in procurement and / or purchasing / buying.
- Knowledge/understanding of National Treasury instruction Note, PFMA is preferred

Please email your CV accompanied by Cover Letter to [careers@tcta.co.za](mailto:careers@tcta.co.za) the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on [sshabalala@tcta.co.za](mailto:sshabalala@tcta.co.za)

**TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;**

**If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.**

**All appointments shall be subject to Competency Assessments.**

***A detailed job profile is available on request***

**Closing date: 02 March 2022**