

ADVERTISEMENT

PROCUREMENT MANAGER (BRAAMFONTEIN)

Job Purpose: The main purpose of this position is to manage and administer the procurement function of the Council in order to procure quality suppliers that provide quality services and products at the best prices in line with the needs of internal customers and within a well-governed supply chain environment.

Job Objectives:

- Implement Strategic Procurement based on commodity management, supplier consolidation and market analysis principles.
- Categorise all procurement spend / requests according to the commodity type
- Categorise all suppliers (supplier database) according to the commodity type.
- Vet all / any new suppliers.
- Perform external supply chain and market analysis to understand the supply chain dynamics of the commodity.
- Process and systems owner for all procurement processes in SAP MM and other systems – Develop comprehensive business requirements specifications for all procurement processes and ensure compliance to Supply Chain Management best practice.
- Engage actively with the NBCRFLI Business Systems Manager and SAP / Systems Provider to explore systems best practices and process / system optimisation – with the focus on commodity and contract management.
- Assist the General Manager: Finance with the development, updating and implementation of Supply Chain Management policies and Standard Operating Procedures and to further ensure that the organisation complies with these policies and procedures.
- Plan with the team to ensure that the Supply Chain Management function stays abreast of best practice and new developments.

- Oversee the proper functioning of the procurement system as well as the optimal utilisation of the SAP MM module.
- Facilitate all tendering and selection processes for the organisation in line with the SCM policies and frameworks.
- Prepare monthly, quarterly and other ad-hoc reports for the GM: Finance, Senior Management team and committees.
- Plan, organise, review and supervise the work of the Procurement staff.
- Implement supplier performance monitoring and continuous improvement processes.
- Oversee, manage and ensure compliance with SLAs and contracts with service providers.
- Assist sectional heads in managing the relationships with service providers and suppliers.
- Oversee the management of stores and consumables.
- Identify and manage any risks related to the procurement function and activities.
- Collaborate with different departments to ensure procurement requirements are met on time.
- Oversee procurement processes, cost controls, and continuous improvement initiatives.
- Ensure compliance with Council policies, procurement standards, and other legal requirements.
- Oversee and optimise inventory management activities within the Council.
- Plan and execute procurement strategies to support organisational needs.
- Manage procurement budgets, cost forecasting, and spend analysis.
- Lead, mentor, train and develop staff, fostering accountability and continuous personal development.
- Negotiate supplier contracts, service level agreements, pricing, and terms, focusing on cost savings, quality, and risk reduction.
- Forecast levels of demand for services and products.
- Conduct research to source the best products and suppliers in terms of best value, delivery schedules and quality.
- Oversee the tender function and request for quotations within the Council and make recommendations in line with the delegations of authority.

- Facilitate contract negotiation process, advise the organisation and ensure contracts are signed by delegated authority, also monitor the quality of service provided.
- Maintain an appropriate for contract files and ensure that valid contracts are always in place for key service providers and suppliers.
- Build and maintain good relationships with new and existing suppliers.
- Liaise between service providers, suppliers and various departments within the organisation.
- Develop strategies to ensure that cost savings and supplier performance targets are monitored and ensure appropriate corrective action is taken where necessary.
- Ensure all procurement processes are followed and accurately recorded.
- Undertake value for money reviews of existing contracts and arrangements as and when required.
- Implement measures to ensure the security and sustainability of sources of essential products and services.
- Forecast price trends and their impact on future activities.
- Develop and implement a procurement strategy.
- Analyse data and produce reports and statistics on spending and savings.
- Ensure service providers and suppliers understand organisation's business objectives.

Required Knowledge:

- SAP MM
- PFMA Act
- Service Level Agreements
- Procurement policies and practices
- Basic accounting
- Tax law (VAT)
- Protection of Personal Information Act

Related Skills:

- Good communication skills
- Good Planning
- Conflict handling

- Scheduling
- Customer care
- Stress management
- Report writing
- Negotiation skills
- Management skills
- Analytical skills
- Microsoft office
- High level of numeracy
- Assertiveness
- Self-Motivated
- Knowledge sharing
- Meticulous
- Team player
- Patience
- Independent worker
- Ability to handle pressure

Education & Qualification:

- Grade 12
- Relevant tertiary qualification in Supply Chain Management, Logistics, Finance or any related field at NQF level 7 or above. A CIPS qualification is highly recommended.
- 6 Years' Experience in Supply Chain Management of which at least 2 years must be at a management level.
- Technical, Governance, Legal, and Systems knowledge required.
- Ability to develop and maintain effective working relationships and communicate effectively.

Remuneration Grade: D2

It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan; first preference will be given to Indian Males and White Males.

Applications: All applications accompanied by comprehensive PDF format CV's must be forwarded to the **NBCRFLI** Human Resources department via email recruitment@nbcrfli.co.za before the closing date.

Closing date: 24 September 2025

Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.

PROTECTION OF PERSONAL INFORMATION ACT.

Personal information collected and processed for purposes of recruitment will be protected from unauthorized access and improper use or disclosure.

DECLARATION AND INFORMED CONSENT.

By submitting your application for the advertised role, you give Council permission to process your personal information, and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.