

ADVERTISEMENT

PROCUREMENT OFFICER: BRAAMFONTEIN

Purpose of the Job

To assist with the management with the procurement function of the Council in order to procure quality goods and services at the best prices in line with the needs of internal customers and within a well governed supply chain environment.

Key Responsibilities

The successful candidate will provide a complete procurement service to the NBCRFLI in order to enable all relevant departments to perform their core functions including the maintenance of costs. He/she will ensure proper contract management by applying the Procure 2 Pay process through:

- Compliance to Procurement Policy and Standard Operating Procedures (SOP's) when purchasing goods and services
- Managing the end to end sourcing process.
- Administration of Purchasing Monitoring System through creation of daily purchase orders on MM SAP.
- Drafting and submitting monthly reports on sourcing process outcome, and daily administration.
- Supplier Negotiations where you will negotiate price discounts, reduced lead-times, maintain savings register and maintain a good relationship with the suppliers
- SLA's and Contract Management through preparation and drawing-up Contract Amendments/ extension; Maintain Contract/ SLA templates; Investigate and address variance between SLAs and Monthly invoices



NBCRFLI

National Bargaining Council for the Road Freight and Logistics Industry

Your Road Freight Partner.

- Maintain professional relationship with Internal and External customers with Procurement related queries and keep open communication with all relevant Departments
- Risk Management and identify areas of risk exposure and assist to design mitigating controls
- Track specification to eliminate duplication on acquisition of goods/or services
- Track, monitor and record deviation against the procurement policy
- Identify and manage the risk within the procurement of good/s or service/

REMENERATION GRADE: C3

Job Requirements and Knowledge:

- SAP MM; PFMA Act; PPPFA
- Service Level agreements
- Procurement policies and practices
- Basic accounting
- Communication skills
- Assertiveness
- Self-Motivated
- Knowledge sharing and Team Player
- Meticulous and attention to detail
- Patience
- Independent worker
- Ability to handle pressure
- Ability to develop and maintain effective working relationships
- Sourcing methods
- Report writing

Registered Office 31 De Korte Street, Braamfontein, Johannesburg, 2017

Private Bag X69, Braamfontein, 2017 **Tel** 011 703 7000 **Website** www.nbcrfli.org.za

Qualifications & Experience:

- Matric Qualifications with National Diploma in Purchasing & Logistics Management or related qualification NQF6 or above. A CIPS qualification is highly
- Technical knowledge of PFMA, PPPFA, and BBBEE and sourcing methods.
- 3 Years' experience within Procurement environment.
- The candidate must also be computer literate, with good communication and Time management skills

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 African Males. At NBCRFLI, we are proud to be an equal opportunity employer. We are committed to building a diverse and inclusive workplace and welcome applications from all qualified individuals, including those living with disabilities

All applications accompanied by comprehensive word format CV's must be forwarded to the following email recruitment-ms@nbcfrli.co.za on or before the closing date.

Closing date: 24 October 2025

Note: If you have not heard 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.