



PROCUREMENT OFFICER – C BAND

R 35 465. 68 Basic Salary Per Month (Plus Benefits)

REFERENCE CODE: PROC_OFF

Based at ERWAT Head Office (Hartebeesfontein Office Park)

Purpose of the Job: Coordinates and controls processes and associated with the procuring of products and/or specific services through interaction and communication internally and externally on aspects pertaining to the availability of products and/or alternatives, pricing quality lead times and service delivery standards against agreed terms and conditions and, attends to specific administrative information processing and reporting requirements.

Key Responsibilities: Communicating the requirements of ERWAT's policies to end users and suppliers. Attendance of briefing sessions at the ERWAT head office. Opening tenders in the absence, if no official from the tender office is available. Obtaining quotations in accordance with guidelines stipulated in the Procurement Policy and applicable legislation. Monitoring and compliance in terms of confirming compliance with the SCM policy, laws and regulations applicable to ERWAT in a formal written evaluation report templates for the various supply chain processes including RFQ's, Web tenders and Formal tenders. Build professional relationships with customers/SCM stakeholders (end user departments). Perform specific administrative task/s activities associated with the functionality.

Key Knowledge and Skills: Computer Literacy MS Office applications. Thorough understanding of supply chain and procurement framework and procedures. Knowledge of supply chain management systems. Knowledge of MFMA Act and SCM Regulations.

Minimum Requirements

- National Diploma in Purchasing/Supply Chain.
- Training in MFMA/Treasury Regulations relating to Supply Chain Management.
- 5 years purchasing/supply chain experience.
- Procurement systems i.e. SAP, e-Venus, Solar.
- No managerial experience required.

Special Requirements: Code EB driving license.