NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	OFFICER PROCUREMENT (SOURCING AND PURCHASING)
	RE-ADVERTISEMENT
PAY GRADE:	C1
REFERENCE NUMBER:	NICD1019/002-01

To create, process and expedite all orders for internal customers and capital expenditure nationally in accordance with Procurement Policies.

Key Job Responsibilities

■Source and evaluate quotations, equipment and suppliers to meet the end-users needs within NHLS nationally that comply with the relevant acts, regulations, policies, procedures and end users requirements and to draft a summary quotations and any other further request for quotes so it complies with price and BBBEE scoring ■Assist in the RFQ process for R1 to R500k quotations by ensuring correctness of FRQs published, following process for RFQs submitted, completing technical evaluation to ensure that quotes comply with user requirements and negotiate for better process on RFQs where needed as well as dealing with the deviation in tender/purchasing process in terms of par 9 of the NHLS procurement policy when required, e.g. Ebola outbreak, track care, malaria, etc. ■ Research additional/ alternative suppliers on the internet, alternative goods from current suppliers/ internet and alternative suppliers to replace absolute products in order to meet the end-users needs within NHLS■ Keep abreast of black-listed companies, ensuring that the NHLS doesn't use them and in the process stand the chance to lose money or to transgress the list as published by National Treasury ■ Attend to consultant presentations and ensure that all NHLS requirements are covered by asking relevant questions if needed ■ Execute the purchasing function (including expediting back orders and report on the outline) according to policy and procedure to ensure deliveries are expedited timeously ■ Facilitate the site meetings for sites in need of maintenance and/ or renovations ■ Run monthly reports as required to be used as management information■ Practice good corporate governance by complying with the relevant acts, regulations, policies and procedures to ensure compliance of auditing prescripts by ensuring that orders are printed and filed for record and auditing purposes ■ Support regional buyers by conducting informal coaching sessions to get them up-skilled to the required level

Minimum Requirements and Key Competency

■Grade 12 ■Purchasing and Supply Management Certificate ■3 years' experience in purchasing/ buying/ tenders/ contracts ■Experience in I-procurement / RFQ purchasing ■Knowledge of an ERP system (Oracle, SAP, etc.) ■Knowledge of PFMA, PPPFA and BBBEE requirements ■Basic reporting writing skills ■Communications skills ■Computer literacy (Advanced MS Excel) ■Prioritizing skills ■Ability to work independently within a team ■Time management ■Telephone etiquette ■Assertiveness /Ability to be firm ■Planning and organizational skills ■Deadline driven ■Attention to detail ■Numeric skills ■People skills ■Problem-solving skills ■Dealing with difficult customers.

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