

NOVEMBER 2021

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.

This is an open bulletin; External applicants are welcome to apply for this bulletin.

NB: The NHLS/NICD is an equal opportunity employer thus the filling of posts will be guided by the NHLS/NICD Employment Equity Targets. Suitably qualified candidates from all designated groups are encouraged to apply.

CLOSING DATE: 19 NOVEMBER 2021

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BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: SUPERVISOR – PROCUREMENT
PAY GRADE: C3
REFERENCE NUMBER: NICD1021/002-01

To oversee capital expenditure and sourcing of all requirements in line with NHLS policy and procedure as well as PFMA and PPPFA to ensure timeous delivery of goods in the area of responsibility.

Key Job Responsibilities

- Create an enabling environment via RFQ / tender process by purchasing / sourcing based on business requirements to ensure that correct inventory levels are available
- Ensure required goods are delivered timeously, according to specification, NHLS policy and procedure
- Source relevant / alternative suppliers based on business requirements as per PFMA and PPPFA
- Approve orders as per the delegation of authority
- Ensure that the system cleaned up by monitoring that open orders are closed in accordance to procedure
- Compile and submit monthly reports, e.g. price, buyers and supplier performance including overdue purchase orders, CAPEX, etc.
- Provide professional advice with regards to procurement to regional staff on NHLS policy, procedure, PFMA and PPFA
- Maintain good relations with internal and external customers and maintain supplier relations by means of supplier meetings, call, etc.
- Train, develop and manage staff to ensure they have the skills required by the organization and are able to achieve their performance objectives and perform their day to day activities.
- Oversee NICD Stores
- Assist the Manager – Procurement Operations with tasks and / or Projects as requested.

Minimum requirements & key competencies

- 3 Year Diploma/Degree in Purchasing and Supply Management
- 5 years years procurement experience preferably in a diagnostic / pathology environment
- Three (3) – Five (5) years' supervisory experience
- 3 years experience in I-procurement / RFQ purchasing
- Knowledge of an ERP system (Oracle, SAP, etc.
- Basis financial management
- Communication skills (written and verbal
- Computer Literacy (Advanced MS Excel)
- Time management
- Attention to detail
- Planning and Organising skills
- Supervision of staff
- Administration skills
- Interpersonal skills
- Negotiation skills
- Ability to cope in a high-pressured environment
- Deadline Driven
- Presentation skills.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za