

JOB PROFILE			
Job Title	Procurement Specialist	Reporting into	Procurement Manager
Division	Group Finance	Team	Procurement
Manages others	No	Occupational Level (EEA)	Professional
Job Family	Procurement	OFO Code	50017215
Level of Work /Band	P Band	Critical/ Core/ Scarce Role	Critical

JOB PURPOSE
Procurement specialists are responsible for facilitating the evaluation of tenders, products and services, negotiating contracts to ensure approved purchases are cost efficient, of high quality and meet the requirements of the organisation


KEY PERFORMANCE AREAS
Objectives
<ul style="list-style-type: none"> To facilitate the administration of the integrated procurement process and to conduct commercial evaluations i.e. cost evaluations, B-BBEE evaluations and other statutory compliance checks and to ensure follow-through of recommendations to contract management and contract close-out. To provide procurement advice to internal clients on procurement strategies to optimally serve business needs To assist in the negotiations and finalisation of supply and service contracts to achieve cost savings and other commercial targets To effectively support B-BBEE imperatives and initiatives To assist internal user departments / clients with the development of clear technical specifications and associated cost models To provide support to the procurement manager with the implementation of procurement strategies To effectively implement procurement policy-, systems- and procedures and to ensure compliance thereto in the execution of procurement duties To ensure timely execution of procurement processes and to manage internal client expectations To monitor supplier performance based on Service Level Agreements (SLAs) To monitor supplier development plans for supplier growth and improved service delivery The incumbent must be prepared and willing to work overtime on short notice

BASIC REQUIREMENTS FOR THE ROLE
Formal Qualification/Degree
Relevant Commercial Degree or Diploma in Purchasing / Logistics Management or equivalent with commercial subjects
Work Experience (What kind of experience is needed in order to do this job?)
3 years procurement experience with at least 2 years dealing with procurement administration
At least 3 years' experience in practicing Public Procurement Regulation as prescribed by the National Treasury/ PFMA/ PPPFA and BBEE

SAP experience in the Materials Management module (particularly SAP Contract Administration) would be an advantage.
Computer literacy (Microsoft Office suite: Word/Excel/Power Point/MS Project).
Registration with a Professional Body
CIPS membership would be preferable
Personal Attributes
Ability to think independently/laterally and have a logical approach to problem solving;
Good communication skills and a 'hands-on' approach is required
Displays ethical behaviour and maintains personal and professional integrity

UCF COMPETENCY PROFILE (BEHAVIOURAL)	
	Competency Name
1	Deadline driven
2	Good Communication Skills
3	Good Interpersonal Skills
4	Coping with Pressures and Setbacks
5	Conflict resolution skills
6	Negotiating and influencing
7	Presentation Skills
8	Decision Making Skills
9	Interpersonal Skills

UCF COMPETENCY PROFILE (TECHNICAL)	
	Competency Name
1	Business Acumen
2	Report writing Skills
3	Project Management Skills
4	Strong Analytical Skills

ROLE PROFILE DETAIL			
Date Created	October 2022		
Managers Signature		Date	23 November 2022