

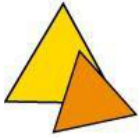
Job Title:	BUYER (TWELVE MONTHS FIXED TERM CONTRACT) X1 POST
Organisation:	NEMISA
Department:	PROCUREMENT
Location:	PARKTOWN, Johannesburg
Salary Range:	Level 4, Notch 1
Upward Reporting Relationships:	MANAGER: SUPPLY CHAIN MANAGEMENT
Reference Number:	NEM-03/06/2020

MAIN PURPOSE OF JOB

To provide support to the procurement department, to ensure the filing system of the procurement department is up to date, to assist in sourcing of quotations and also perform administrative work related to SCM.

JOB OBJECTIVES

- Sourcing quotations by various means;
- Evaluating quotations as per procurement policy
- Maintain a proper procurement filing system;
- Update and maintain the supplier database on monthly basis;
- Follow up with suppliers on the deliveries of goods and services,
- Negotiating with suppliers for reasonable price, quality and deliveries of goods and services;
- Update the procurement and stationary register for all the requisitions in the SCM;
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems;
- Determine if inventory quantities are enough for needs, ordering more materials when necessary;
- Comply with and maintain knowledge of applicable SCM rules, legislation, regulations, standards, and best practices.



Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.

Level of Education:

- Matric/ Grade 12
- A National Diploma in Procurement/ Supply Chain Management or relevant diploma would serve as an added advantage

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

- Minimum experience of 1-2 years in SCM environment
- Over 6 months Administration experience

Job related Knowledge

Job related knowledge is typically gained through formal or informal training programs (this exclude programs through which Formal Qualification are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

Job-Related Skills

Job-related skills are typically gained through formal or informal training programs. (This exclude programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.

- Computer literacy in Microsoft office tools
- Communication skills (spoken or written)
- Time management
- Filing skills

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: buyer@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- **Closing Date: 26 November 2020 (@16:30 pm).**
- We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.