



Job Title:	Buyer (non-permanent – 7 months contract)
Organisation:	NEMISA
Department:	PROCUREMENT
Location:	PARKTOWN, Johannesburg
Salary Range:	Level 4, Notch 1
Upward Reporting Relationships:	PROCUREMENT MANAGER
Reference Number:	NEM-17/11/21

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 suppliers and also perform administrative work related to SCM.

JOB OBJECTIVES

- Sourcing suppliers by various means
- Advertising of tenders and evaluation of Tenders
- Contract management
- 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 sufficient for needs, ordering more materials when necessary
- Comply with and maintain knowledge of applicable SCM rules, legislation, regulations, standards, and best practices.

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Ricardo Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Michael Adendorff

Executive Directors: Mr Trevor Rammitlwa (CEO)
Company Secretary: Ms Fahmida Yacoob Valla

Reg no. 98/14825/08

		Essential	Desirable
Education: Formal Qualifications			
<i>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.</i>			
Level of Education:	Minimum: <ul style="list-style-type: none"> • Matric/ Grade 12 • Diploma in Supply Chain or Related Qualification e.g. Purchasing 		
		Duration / Time	Essential
Job related Work Experience			
<i>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.</i>			
Level of Professional Experience Minimum: <ul style="list-style-type: none"> • 1-2 years in SCM environment • Over 6 months Administration experience 	+ 24 months	✓	

		Duration / Time	Essential	Desirable
Job related Knowledge				
<i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i>				
• Knowledge of relevant legislation and policies	+ 24 Months	✓		
• Advanced Excel and knowledge working on SCM systems Knowledge of The Public Finance	+ 24 Months	✓		
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• Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Black Economic Empowerment Policies, and Treasury Regulations	+ 24 Months	✓	
• Computer literacy in Microsoft office tools	+ 24 months	✓	
• Filing	+ 24 months	✓	

	Duration / Time	Essential	Desirable
Job related Skills			
<i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i>			
Communication skills (spoken or written)	+ 24 months	✓	
Time management	+ 24 months	✓	
Ability to produce clear, concise, and accurate documentation	+ 24 months	✓	
Report Writing	+ 24 months	✓	
Knowledge of SCM risk assessment and mitigation	+ 24 months	✓	
Analytical Skills	+ 24 months	✓	

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: **17 November 2021 (16:30)**

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.

