



silulumanzi

A **SAWW** Company

VACANCY

THE FOLLOWING POSITION IS AVAILABLE AT SILULUMANZI

1 X BUYER

Department: Finance

Report to: Procurement Manager

Location: Head Office, Mbombela

The successful applicant is required to perform the following key functions, amongst other duties:

- Apply the best Purchasing practices on all goods and services for the Company in a costly and efficient manner.
- Carry out direct miscellaneous procurement office support services.
- Processing and issuing of purchase orders.
- Liaise effectively with suppliers and manufacturers, as well as internal departments.
- Co-ordinate short listing of prospective tenderers, prepare and distribute invitations to Site meetings.
- To analyze price trends and assess their impact on future activities as well as continuously develop market knowledge.
- Source quotations as and when required.
- Review and analysis of purchase requisitions, compare and develop sources of supplies and review quotations.
- Arrange venues for site meetings and participate in site meetings
- Ensure and comply with safety standards guidelines, policies and procedures.
- Enhance safety awareness throughout working area.
- Expediting on deliveries for outstanding orders and update delivery dates.
- Assist in the process to optimize the scoring on the Preferential Procurement part of the BBBEE Act.
- Develop an efficient and accurate system for monitoring all open purchase orders.
- Check requisitions for completeness and clarity. Obtain necessary missing information where required. Diplomatically instruct requestors of material or specifiers on what data is necessary to obtain a good product or proper service.
- It is the responsibility of the Buyer to resolve discrepancies or negotiate settlements to the best possible long-term advantage of this organization.
- .Keep the Purchasing Manager informed of all activities or problems and submit reports as requested by management

The applicant is required to meet the following minimum criteria:

- Grade 12/ Standard 10 with Mathematics Literacy.
- Supply Chain or equivalent qualification.
- Valid Driver's License; code EB
- Finance Management is an added advantage.
- National Certificate or Industry Related Qualification relevant to the role NQF 4.
- Two years in Procurement and a strong understanding of supply chain management concepts.
- Experience in the Utility industry (water and sanitation services).

Applicants that meet the above requirements can submit their CVs via E-mailed

xolani.voma@silulumanzi.com

Hand-delivered to 18 Nel Street, Mbombela, 1200 – HR Department

Applications are to be submitted by no later than Friday 22nd **March 2024**. If you have not been contacted within 21 days of the closing date of this advertisement, please accept that your application was unsuccessful.

Silulumanzi is an equal opportunity employer and the selection of persons to fill the above post will be in terms of our Employment Equity plan. Candidates who reside within the service area of Silulumanzi in Matsulu will be given preference.

Only successful candidates will be contacted.