



## Vacancy: 1 x Buyer

Silulumanzi is a private sector Water Service Provider within the City of Mbombela. The company has the following vacancy of a Buyer.

Department: Finance

Reporting to: Procurement Manager

Location: Nelspruit HQ

### Job Requirements and Qualifications:

- 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).

### Key Responsibilities:

The main tasks and responsibilities associated with the position are listed below. This is not an exhaustive list of tasks and responsibilities and any other tasks and/or responsibilities that could be reasonably expected for the position may be

- 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.

### Skills & Knowledge Required:

- Basic Computer skills.
- Knowledge of SAP Business 1.
- Stores/Warehouse expertise is added advantage.
- Knowledge of the Stock Take process and be willing to perform Stores Standby duties.
- Knowledge of Procurement Policy and Procedures.
- Vendor selection and the placement of purchase order for supplies, materials, services and equipment.
- Knowledge of supplies and materials commonly used in a water utility, hazardous materials and chemicals.
- Ability to research and gather information related to vendors, contracts, equipment and supplies.

Applicants that meet the above requirements can submit their CV to the HR Department at 18 Nel Street, Nelspruit, 1200 or email to Xolani.voma@silulumanzi.com.

Closing date: 04 November 2022

If you have not been contacted within 21 days of the closing date of this advertisement, please accept that your application was unsuccessful.

*Conserving water  
sustaining life*