

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: FINANCE AND UNISA BUSINESS ENTERPRISE

DIRECTORATE: DEMAND AND ACQUISITION

**BUYER (P8) X3
(MUCKLENEUK CAMPUS)**

(REF: BUY/DA/FUBE/AZWI/OCT/2023)

Purpose of the position:

Purchase goods and services in line with best practices and the Institution's policies and procedures and identifying market opportunities for competitive advantage.

Qualification:

- Minimum of Bachelor's Degree/National Diploma in Purchasing or logistics or Supply Chain Management or Financial management.

Experience:

- Minimum of 4 years' experience in procurement

Technical Competencies:

- Buying/Purchasing processes and procedures
- Supply chain management
- ERP systems
- Project management
- MS Office applications
- Relevant policies and legislation

KEY DUTIES/RESPONSIBILITIES:

Processing of purchase orders and requisitions timeously:

1. Implementing a universal purchase requisition process.
2. Ensuring that departments' purchases are pre-approved internally.
3. Ensuring that there is aggregated and controlled spending.
4. Optimising supplier selection.
5. Negotiating prices, discount terms and transportation arrangements for goods and services.
6. Capturing of all orders electronically.
7. Ensuring that final approval is obtained before the order is placed with the supplier.
8. Placing orders with suppliers and communicating to the users.
9. Following up and actioning outstanding orders on the system on a monthly basis.

Ensures compliance to Supply Chain Management policies and procedures:

1. Ensuring confidentiality of information and compliance to codes of ethics and anti-corruption policy.
2. Implementing the Institution's policies and procedures.

3. Ensuring that all requests are duly authorised.
4. Ensuring that all necessary documentation (forms) are completed during the purchasing process.
5. Confirming that items being ordered are not Store stock items.
6. Providing suppliers with financial details of the Institution.
7. Reporting non-compliance to policy, irregularities, and procedurally incorrect requests to the Manager Purchasing.
8. Driving the Closed Tender Process.
9. Serving and advising on Tender Working Committees.
10. Reporting on incorrect purchasing procedures, savings and purchasing activities on a monthly basis.
11. Implementing controls and audit recommendations.
12. Implementing system changes.
13. Perform administrative duties such as filing, correspondence and record keeping.

Tender Process:

1. Clarifying requirements of goods or services to be procured.
2. Obtaining comparable quotations from bona fide suppliers through the quotation/closed tender/public tender process from suppliers for goods and services.
3. Ensuring that the correct exchange rate is applied.
4. Evaluating quotations in line with the approved evaluation criteria and record outcomes.
5. Liaising with Originator/Responsibility Centre Manager if necessary.
6. Referring to Tender Committee if necessary.
7. Keeping record of all necessary documentation.

Supplier Selection, Evaluation and Monitoring:

1. Researching and evaluating new suppliers in the market.
2. Analysing and assessing vendor application forms and calculates BBBEE ratings.
3. Monitoring and verifying that all supplier information provided on purchasing/tender documents when needed.
4. Loading vendors onto the supplier's database by authorised by buyer/s.
5. Monitoring regularly and evaluating supplier performance.
6. Recording supplier performance manually or electronically.

Communication with relevant stakeholders on Supply Chain Management matters:

1. Communicating and educating internal and external users on policies, procedures, and ethics.
2. Performing site visits to verify capacity, capability, and compliance to legislation requirements.
3. Expediting orders.
4. Attending to purchasing and tender related enquiries.
5. Liaising with departmental representatives to clarify specific needs and when necessary, arrange for demonstrations.
6. Attending meetings on request.
7. Attending PURCO user group meetings when necessary.

Market research and industry trends:

1. Analysing market conditions, keeping abreast of trends, exploring sources of supply, studying new products, and researching departments' requests for all products and commodities.
2. Evaluating the products and services and comparing with similar products from competitors to ensure that the best value for money is obtained for the Institution.
3. Establishing the continuity of the product, including the after sales service and availability of spare parts in the foreseeable future in conjunction with users.
4. Examining the full contents of the warranty on the products or services and ascertaining the feasibility and costs of entering into a service agreement if deciding to purchase the product.

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the Position

Closing Date : **27 October 2023**

Enquiries : 012 429 3048 - Ms Azwifarwi Mavhungu (HR Staffing and Clients Services)

Application can be forwarded by email to: mavhuai@unisa.ac.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Unisa is not obliged to fill an advertised position.

Late, incomplete, and incorrect applications will not be considered.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

We welcome applications from Persons with Disabilities 

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.