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OFFICER: PURCHASING OPERATIONS

Department: Group Finance
Branch: Group Strategic Supply Chain Management (GSSCM)
Designation: Officer: Purchasing Operations
Remuneration: R26 964,66 pm (basic salary, excluding benefits)
Location: 6th Floor, SAPPI Building, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Finance / Supply Chain Management / Business Admin / Public Admin or related field at NQF level 6;
- 1 – 3 years' experience with Supply Chain Management environment.

Primary Function:

To render an efficient and procurement functions necessary for timeous and effective procurement of goods and services.

Key Performance Areas:

- Plan and organize all activities relating to RFQ purchases for goods and services;
- Capture daily Purchase Order (on computer);
- Provide support the Demand Management Unit;
- Provide communication and customer care.

Leading Competencies:

- Computer Literacy (All Microsoft Programs);
- Communication (verbal and written)
- Report writing;
- Financial Management;
- Time Management;
- Attention to detail;
- Stakeholder Management;
- Problem solving.

Core Competencies:

- Knowledge of MFMA and its Regulation, including circulars as they may be applicable to the Supply Chain Environment.
- Knowledge of RFQ Purchasing and prescribed RFQ thresholds contained in the SCM Policy.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.



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“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1LQskY-3jSaixnVPjihVIQwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mmaphuti Dikgomo

Tel No: 011 021 2570

CLOSING DATE: THURSDAY, 24 APRIL 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation