

**HUMAN RESOURCES****(PTY) LIMITED****INTERNAL /EXTERNAL ADVERTISEMENT FOR VACANCY**

20 May 2025

Circular No **1155 / 2025****POSITION:****X1 Category Buyer****DIVISION:****ACID - Richards Bay****SECTION:****Procurement****GRADING:****Level 7****PURPOSE OF THE JOB:**

Responsible for the transactional procurement of goods and/or services as guided by the respective category strategy (including price, quality, and other strategic business objectives). The role also entails meeting the requirements of the various departments in the organisation, including buying off a contract and/or supporting sourcing processes. This role will assist with all administrative requirements, contract administration and supplier communication for the category.

MINIMUM REQUIREMENTS:

QUALIFICATIONS & EXPERIENCE	KNOWLEDGE AND SKILLS
<ul style="list-style-type: none">• Relevant Tertiary qualification in Procurement / Supply Chain Management• 5 years' experience in Engineering, Mining and related industries• Must have Public Sector Procurement experience• Category Management / Buying experience.	<ul style="list-style-type: none">• Purchasing of goods and services.• Strategic Sourcing• Products knowledge - Maintenance, Repairs & Operations• Good Practice Procurement Governance and Compliance• Financial and Commercial knowledge with strong business acumen• Leading practices procurement processes and ERP systems e.g. JDE technology• Corporate Governance• Relevant South African (SA) Regulations and Legislation (E.g. SANS and ISO, Mining Charter, PPPFA, BBBEE, etc.)• General Business Management knowledge

HEADLINE KEY RESULT AREAS:

- Tasks related to supporting the development and execution of category strategies.
- Procurement of equipment goods, services or materials as required by various departments in the organisation regarding respective categories.
- Establish and manage relationships with key suppliers and end users in the business.
- Perform market research and bench marking to ensure competitive prices are secured for Foskor.
- compliance with the Foskor 's invoicing requirements and maintaining accurate contract/ invoice files.
- Assisting with supplier invoicing requirements, and maintaining accurate contract/ invoice files
- Effective record keeping, maintenance of Information and preparation and preparation of reports.
- Compliance with all relevant legislation, policies and standards.

APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY**ENQUIRIES:****Xolani Khumalo on Ext 3118**

Internal applications are to be completed on an "Internal Application Form" and submitted to the Human Resources Offices and a comprehensive CV with certified copies of qualification should be attached to the Application Form. External applicants should submit a comprehensive CV with certified copies of qualification to recruitment@foskor.co.za. Applications are to be marked for the attention of Trully Adams. **Closing Date: Thursday 29th May 2025 at 12h00.**

Trully Adams**Bongsi Sithole**