



DIVISION: Supply Chain Management

DEPARTMENT: Supply Chain Management

POST: Buyer

POST N°: 3107

PEROMNES GRADE: 10

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Ensure the smooth running of the quotation process within acceptable turnaround times.
- Processing of purchases orders within the quotation validity period.
- Checking and validating of quotation and requisitions in terms of the [procurements.
- Ensuring an adequate number of quotations per requisition as per threshold requirements.
- Confirm accurate requester's approvals by delegated officials on all submitted requisitions.
- Transmission of purchase orders to the selected service provider and the user department.
- Manage the relationship with the user department /Customers.
- Work in conjunction with the Customer, and often closely with Tender Manager, Supply Chain Manager, Database & Contract Manager, and Senior Procurement Officers in all the tender/quote request processes.
- Complete and finalize capital requisition forms.
- Add users to the ITS system in terms of SCM Policy delegations of authority.
- Edit and amend users' approval status on ITS as and when required.
- Ensure segregation of duties in terms of requesters and approvers loaded on the ITS system.
- Authorise requests as per the correct cost codes.
- Monitor and follow up on all outstanding commitments and orders.
- Attend to customer and supplier queries and provide answers within reasonable timelines.
- Maintain proper document filing.
- Perform general and ad-hoc procurement administration duties.
- Provide different monthly procurement reports as per departmental requirements.
- Perform any related duties as may be assigned by the Line Manager

Monthly Reports

- Generate information for the consolidation of the Senior Buyer report on:
 - Allocation and distribution of requisition
 - Orders generated
 - Commitments/outside orders
 - Sole suppliers and Capital.

Application Criteria:

Qualifications and Experience:

- 3 years National Diploma in Logistics/ Purchasing/Supply Chain Management/Accounting and related Field.
- 1 Year Procurement Experience.

Skills and Competencies:

- Communication
- Problem Solving
- Negotiation
- ITS Knowledge
- Planning
- Customer Focused

Closing date for applications: 20 May 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from: <https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: judasm@vut.ac.za

HR Intern: Mr TB Tefu, Tel 016 950 9105 / email address: thokozanit1@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

