

**PROCUREMENT OFFICER: C1  
FINANCE DIVISION**

**DURBAN SERVICES CENTRE  
ITHALA SOC LIMITED  
REFERENCE NUMBER: NN17060**

**An exceptional opportunity awaits a dynamic individual to provide procurement expertise and assists stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives.**

**The responsibilities of the successful candidate will include:**

- Process purchase requisitions/ orders within the applicable purchasing authority.
- Provide advice, information and guidance on procurement related matters to all the stakeholders.
- Assist in the development of specification for equipment, materials and services to be purchased.
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices.
- Identify, mitigate and escalate procurement risks to enable the organization to meet its obligations and maximize business opportunities.
- Reconcile and resolve value discrepancies.
- Support the delivery of the tender bid processes.
- Maintain and update procurement records and general report on procurement and contract activity to meet organizational compliance requirements and provide access to procurement information.
- Evaluate suppliers and contractor performance.
- Identify budget requirements in consultation with supervisors.
- Ensuring cost effectiveness and efficiency when procuring goods or services.

**The following minimum requirements must be met in order to be considered for this position:**

- National Diploma in Procurement, Accounting, or Finance related qualification.
- Minimum of three (3) years' experience in the procurement/ accounting field.
- Knowledge of Ithala Procurement Policies and Procedures.
- Knowledge of JD Edwards's system and VAT legislation.
- Knowledge of PFMA, SCM and Treasury Regulation.
- Good written and verbal communication skills.
- Good knowledge of Ithala's tender procedures and processes.
- Negotiating and networking skills.
- Analytical and problem solving skills.
- Report writing skills.
- Computer literacy in Microsoft Office.

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT**

**CLOSING DATE: 20 OCTOBER 2017**

**INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO [HR\\_recruitment1@ithala.co.za](mailto:HR_recruitment1@ithala.co.za). KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS**

**LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.**

**PLEASE NOTE:**

- **LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.**
- **E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH “RETURN RECEIPT” AND “CONFIRM DELIVERY”.**
- **CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES.**
- **ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE AND CREDIT CHECKS.**
- **IF YOU HAVE NOT BEEN CONTACTED WITHIN 1 MONTH OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.**