

JOB DETAILS

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| Job Title | Manager: Vendor Management |
| Division | Finance and Treasury |
| Unit | Finance |
| Job Type Classification | Permanent |
| Location - Country | South Africa |
| Location - Province | Gauteng |
| Location - Town / City | Centurion |
| Email CV to | recruitment@tianaconsulting.co.za |

MAIN PURPOSE OF THE JOB

Oversees compliance to Preferential Procurement and Supplier Development B-BBEE targets throughout the procurement process and procures goods and services in a fair, equitable, transparent, competitive and cost-effective manner in line with the Bank's Procurement Policies and Procedures and relevant legislation.

Key Performance Areas **1. Supplier Development and Preferential Procurement Reporting**

- Oversee and Maintain Preferential Procurement (PP) & Supplier Development (SD) targets
- Assist in the determination of PP and SD Targets as set by the Bank
- Implement SD and PP initiatives
- Monitor operations to ensure that targets are met
- Monthly and Adhoc Reporting on PP and SD
- Capture and Monitor PP and SD data on ERP system or any other relevant system
- Execution of B-BBEE verification on Preferential Procurement and Supplier Development

2. Maintain Customer Relationships

- Identify the relevant role players in accordance with business requirements and dependencies
- Set-up meetings with the role players to discuss the roles and responsibilities and possible areas of cooperation, improvement and conflict
- Obtain mutual agreement on the resolution of issues, meetings required and the delivery of inter-dependent outputs and results
- Agree to the expected outcomes from each party

3. Vendor Creation & Maintenance

- Create both Procurement and Sundry vendors on SAP
- Maintain Procurement and Sundry Vendors on SAP
- Ensure all compliance documents are verified and in place
- Continuous monitoring and updating of supplier information and compliance documentation
- Ensure all legislative requirements are adhered

- Conduct Supplier/Contracts Performance Evaluations timeously

4. Documentation Management

- Draft, Manage and Maintain all required reports and documentation in line with policy and procedures
- Ensure that all documentation is managed and maintained within allocated timeframes
- Ensure that documentation is complete and readily available for audit purposes

5. Adhoc Responsibilities

- Perform adhoc functions as and when required
- Stand-in for Administrator: SCM, Manager:SCM when required

- Preferred Minimum Education and Experience 3 year qualification in Supply Chain Management or equivalent.
- Qualified CIPS (Chartered Institute of Purchasing and Supply) qualification
- 3 years Experience with managing vendors, preferential procurement and supplier development

- Critical Competencies Microsoft Office
- Knowledge / Experience SAP modules
- Relevant Legislation
- Procurement Policy and Procedures

- Additional Requirements Travel as and when required
- Extended hours as and when required