

Position: Procurement Specialist
Department: Operations
Grade: C4
Closing Date: 30 October 2025
Remuneration: R 774 230 TCTC
Email CV to: recruitment@tianaconsulting.co.za

1. JOB PURPOSE

This position, reporting to the Supply Chain Manager is responsible for providing an efficient and effective administrative support across all supply chain management functions. The role ensures the efficient procurement of goods and services, accurate Supply Chain Management reporting and data capturing, efficient and effective contract and compliance management, secretariate service to various committees, and ensures prevention of fraud and abuse of the SCM system.

2. FUNCTIONS AND DUTIES

To provide an efficient and effective administrative service for supply chain management functions by:

- Procuring goods and services on behalf of all organisation business units by obtaining 3 quotations from suppliers or following a bidding process.
- Ensuring quarterly procurement plans are maintained, approved and forwarded to (National Treasury) NT.
- Expediting purchase orders and providing progression feedback to internal clients and suppliers.
- Maintaining accurate Purchase Order and related databases.
- Maintaining an accurate and complete deviations register and irregular expenditure register.
- Ensuring adherence to the organisation Supply Chain Management Policy, the Preferential Procurement Policy Framework, the PFMA and other applicable legislation when goods and services are procured for the organisation.
- Acting as a custodian of all procurement or service-related contracts of the organisation.
- Assisting auditors during the auditing processes and ensuring no material audit findings.
- Ensuring that the full tender process is followed according to the SCM policy and all applicable legislative requirements.
- Project managing the bidding process and advising managers in their areas (including drafting of the bid document).
- Rendering of secretariate services to various committees.
- Drafting of Service Level Agreements.
- Ensuring all contracts are recorded in a contract register.
- Ensuring all contracts are negotiated at market related rates and is duly authorised and approved.
- Ensuring effective relationships with selected suppliers and internal clients.
- Coordinating and driving the IRBA's Supplier Development Programme through strategic reports and planning.
- Ensuring SED/ED/SD targets are in line with B-BBEE requirements.
- Providing quarterly reports on B-BBEE progress.
- Establishing appropriate communication channels with the Office of the Chief Procurement Officer.
- Providing regular updates on SCM legislation including instruction notes and practice notes.

3. KNOWLEDGE AND EXPERIENCE

Qualifications

- a) Three-year Diploma or Degree in Supply Chain or Finance

- b) A CIPS level 5 qualification will be advantageous
- Knowledge and Previous Work Experience

The following competencies are required:

- a) Proficiency in Microsoft Office (Word, Excel, Outlook).
- b) Minimum of five (5) years' experience in Supply Chain Management, preferably in a PFMA governed public entity working environment.
- c) Proven experience in contract and project management.
- d) Proven experience in demand and planning management.
- e) Proven experience in data management.
- f) Ability to work under pressure with a high level of accuracy and attention to detail.
- g) Excellent verbal and written communication skills in English.
- h) Ability to manage time effectively and meet deadlines.
- i) Professional attitude and ability to maintain confidentiality.
- j) Strong interpersonal skills and ability to work independently and in a team.

4. KEY ATTRIBUTES

- a) Integrity and objectivity.
- b) Initiative and a proactive problem-solving mindset.
- c) Excellent report writing skills.
- d) Good negotiation skills.
- e) Good analytical skills.
- f) Ability to interact professionally across all levels of the organisation.
- g) Deadline and results-driven with a solution-oriented approach.
- h) Team player with unquestionable ethics and commitment.
- i) High attention to detail.
- j) Adaptable and resilient in a dynamic work environment.
- k) Innovative and solutions-oriented mindset.