

PROCUREMENT ADMINISTRATOR

REFERENCE: PRA2024

Basic Salary: R 224,495.50 per annum (Excluding Benefits)

The Council for the Built Environment (CBE), located in Hillcrest, Pretoria, has the above permanent position available for immediate appointment.

Purpose: To efficiently and effectively assist with the finance unit with basic administration.

KEY RESPONSIBILITIES

PROCUREMENT OF BASIC GOODS AND SERVICES

- Assist in authorising the purchase requisitions with the relevant budget attached.
- Places a request for quotation from the identified suppliers on the Central Supplier Database on a rotational basis.
- Assist in the process of Requesting quotations and submits to End User to select the most suitable supplier.
- In cases of suppliers not being on database / capacity to provide resources required, sources relevant supplier.
- Assist in conducting supplier evaluations, due diligence, and risk assessments to identify and mitigate potential supply chain disruptions
- Assist in facilitating evaluations to select a suitable supplier from the quotations received.
- Creates a purchase order to confirm agreement for the services and/or goods to be procured.
- Notifies the supplier that they have been selected and liaises with the supplier to determine the timeframe for delivery of the goods or services.
- Communicates the status of the orders to the End User.
- With the supervisors guidance, Adheres to applicable policies, procedures and legislation in the procuring of goods and services.
- Assist Procurement Officers in maintaining relationships with key stakeholders.
- Provide support to Procurement Officers in managing workloads.
- Contribute to updating procurement policies, procedures and work practices.
- Assist in providing secretariat services to the procurement committees.
- communicate with external and internal customers regarding procurement matters
- Contributing towards ensuring the achievement of on-time delivery, contractual obligations, technical requirements and quality.

- Obtains and files all relevant SCM documentation and archiving of files to offsite storage.
- Adheres to SCM and finance policies.

GENERAL ADMINISTRATION

- Obtains and files all relevant SCM documentation and archiving of files to offsite storage.
- Adheres to SCM and finance policies.

REQUIREMENTS AND COMPETENCIES

- 1 year certificate in Administration, Accounting, Procurement / Supply Chain Management, Logistics or related field.
- 1 year experience in Basic Supply Chain Management
- Administrative Skills
- Liaison
- Invoicing system
- Database Administration
- Communication (Verbal & written)
- Information Monitoring

Applications must be submitted, with a detailed CV quoting the reference number: **PRA2024**, by e-mail to hadmin@cbe.org.za by **14 June 2024**.

NB: Applications without the reference number on the email subject will be disqualified.

Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). For the Executive role, recommended applicants will be required to undergo a competency assessment. The CBE reserves the right not to make an appointment. People with disabilities are encouraged to apply.

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

The CBE is committed to achieving and maintaining diversity and employment equity, especially of race, gender, and disability.