



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF FINANCE

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Procurement Officer (2 posts)

Ref: 79/2024/NGM/P11

The University is looking for a dynamic and energetic individual who will be responsible for providing integrated and efficient procurement management systems. The incumbent reports to the Deputy Director: Supply Chain Management and must meet the requirements, competencies, and be responsible for the key performance areas listed below:

REQUIREMENTS

- A three (3) year Degree in Purchasing, Supply Chain Management (SCM), or Accounting
- At least three (3) years of procurement experience
- At least two (2) years' experience in contract management and/or bid evaluation administration
- Knowledge of SCM policies and procedures
- Knowledge of PFMA and PPPFA, and knowledge of Treasury Regulations is an added advantage
- Computer literacy (MS Suite)

COMPETENCIES

- Technical / professional knowledge and skill
- Good communication skills (verbal and written)
- Good problem-solving skills
- Time management skills
- Report writing skills
- Ability to monitor and manage information
- Ability to plan, organise and execute
- Ability to build interpersonal relationships
- Ability to work under pressure
- Ability to work individually and in a team

KEY PERFORMANCE AREAS

Provide an integrated and efficient management service in respect of the following:

- **Obtain quotations**
 - Invitation of price Quotations
 - Conduct market analysis
 - Monitor and ensure compliance with SCM Prescripts
 - Provide procurement advice and guidance to business unit
 - **Database administration / Vendor management**
 - Capturing and updating of suppliers' information
 - Conduct supplier due diligence and conduct background screening
 - Update commodities and enforce rotational system
 - **Bid Administration**
 - Advertise bids in the media
 - Bid planning, Evaluation and Adjudication
 - Contract management
 - Supplier Performance Monitoring and Evaluation
 - **Reporting**
 - Prepare monthly reports on orders issued
 - Report on supplier performance whenever required
 - Report on Enterprise Development Projects and Expenditure
 - Contribute to the overall development of SMU and actively improve Institutional culture
 - Perform any other official duties as directed by the Deputy Director: Supply Chain Management
-

Closing date: 5 September 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms NG Motsamai by e-mail to hr.recruitment1@smu.ac.za

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment

Final