

TITLE: Senior Buyer
Dept. Operations
Based in : 36 Glenhove Road, Melrose Estate, Johannesburg, 2196
Up to : 80% HQ staff and 20% field interaction
Report to: Head of Operations
Hours: 4 days a week (80% position or 4 / 5 days a week)
Starting Date: 1 October 2020 or earlier

Join Us!

We are looking for Senior Buyer that will be responsible for coordinating the management of PSI South Africa's products and services procurement process. The role will work in close collaboration with the technical team, support teams and the Executive Management and other stakeholders, to ensure that PSI supports the country in meeting their strategic donor objectives. This role manages the procurement process from inception till close out. This position will be based in Johannesburg.

Sound like you? Read on.

Your contribution:

- As a multiskilled and vibrant professional, you will use your excellent negotiation skills to negotiate the best prices and contractual terms for PSI and build and maintain a strong working relationship with key suppliers and staff;
- Work with HODs regarding available budgets, annual procurement plan for goods, services and works and acquisition needs are communicated in advance;
- Assist in the development of specifications for equipment, materials, and services to be purchased;
- Administer & manage full-cycle contract performance, including delivery, receipt, warranty, damages and insurance.
- Establish a compliant & pre-qualified/preferred supplier database / list and build a database to grow and network with professionals;
- Work closely with the executive management team (& internal/external auditors) in ensuring procurement policies are adhered to at all times;
- Communicate well on progress of submitted requests and report weekly to interested parties;
- Track supplier performance and ensure compliance with contractual obligations & T&C's while mitigating/managing/resolving any contractual disputes and report to HODs on corrective measures / actions;
- Justify purchases from sole source suppliers if needed and keep these purchases to a minimum;
- Running BI Checks for the operations department as needed;

- Execute all technical and support purchase requisitions for completeness and accuracy of information;
- Assist teams in the drafting, preparation of specifications, bill of quantities and TORs;
- Invite, assess, and recommend supplier tenders, bids, quotations, and proposals;
- Drafts, reviews, revises, tracks and tightly manages all procurement documents, such as bidding documents (RFP/RFQ's), evaluation & vendor selection reports, purchase orders and all supplier contractual agreements;
- Process purchase orders within purchasing authority;
- Update product specification for regularly bought items;
- Ensure delivery of procured goods and services to relevant teams/individuals;
- Handle travel requests and reconcile travel supplier statements (with the assistance of the operations officer);
- Prepare monthly contract management & procurement reports and send to the Head of Operations;
- Prepare and maintain purchasing records, reports and price lists in hard copy and on SharePoint;
- Reconcile or resolve value discrepancies and escalate urgently;
- Ensure that all suppliers are paid on time;
- Adhere to the company's or organisation's operational-, procurement-, travel- and fleet policies and procedures
- Any other reasonable task that may be allocated, relating to the operations department.

What we are looking for?

The basics:

Qualifications:

Essential

- Undergraduate Qualification from an accredited University in Procurement or Supply Chain.
- CIPS Qualifications is recommended for function
- A SA citizen;
- Valid driving licence;
- 5 years of progressively responsible experience in a procurement, contract management & supply chain management with significant exposure in a donor funded environment;
- Experience developing and preparing procurement reports e.g. procurement ROI, spend analysis, savings, project costing, purchase orders status.

Knowledge

- Knowledge of federal and state financial regulations, including familiarity with Uniform Guidance, and donor regulations such as those of the Global Fund, DFID, KfW; UNITAID
- Must have demonstrated knowledge of complex automated procurement reporting systems (Infor Lawson, QuickBooks experience highly desirable

What would get us excited?

Skills and Abilities:

- Must have the ability to work well in a cross-functional team environment;
- Strong communicator with excellent interpersonal skills; strong verbal and written negotiation and communication skills.
- Excellent writing, analytical, interpersonal, organizational, and cross-cultural skills; demonstrated ability to perform and prioritize a variety of tasks on short notice within designated deadlines
- Able to solve complex problems and successfully manage ambiguity and unexpected change;
- Excellent organisational skills and strong customer service focus;
- You can work independently but thrive within a team.
- You follow through on tasks
- You create a culture of trust in your team with the knowledge that you and your teammates have each other's backs and you will support them to develop their skills and respond to challenges
- You dive in and maintain momentum even when things are ambiguous and you don't let perfect get in the way of good enough. You aren't afraid to speak up and speak your mind.
- You set clear and challenging goals and hold yourself and your team accountable to driving measurable results
- You're independent and a free thinker, but you're ready to buy in to the direction of the team and commit to its success.