

# JOB PROFILE

## 1. Position Detail

<b>CURRENT JOB TITLE</b>	Procurement Manager	<b>JOB GRADE</b>	D1 (R 532 842,92)
<b>PROPOSED JOB TITLE</b>			
<b>JOB CODE</b>			
<b>DEPARTMENT</b>	Finance		
<b>DATE REVIEWED</b>	02/2021		
<b>LOCATION</b>	Rosslyn		
<b>EMPLOYMENT STATUS</b>	Permanent		
<b>PURPOSE STATEMENT</b>			
Plan, execute and finalise purchasing and procurement strategies. This includes acquiring resources within budget and facilitating communication between the enterprise and its providers in order to deliver products and services according to planned and unplanned requirements.			
<b>POSITION IN THE ORGANISATION</b>			
<b>2<sup>ND</sup> LINE MANAGER (2<sup>ND</sup> LEVEL)</b>	CFO		
<b>1<sup>ST</sup> LINE MANAGER (1<sup>ST</sup> LEVEL)</b>	Procurement Manager: Sourcing		
<b>POSITION</b>	Procurement Officer		
<b>SUBORDINATE (1<sup>ST</sup> LEVEL)</b>	Procurement Clerk-Administrator x3; Procurement Clerk: Technical x1; Procurement Intern x1		
<b>SUBORDINATE (2<sup>ND</sup> LEVEL)</b>			
<b>SUBORDINATE POSITIONS</b>			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			

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## Position Description

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p><b>1. Internal and External Customer / Supplier Relationship</b></p> <ul style="list-style-type: none"> <li>• Communicate with internal customers and external suppliers in respect of different procurement needs;</li> <li>• Obtain regular reports from suppliers prior to scheduled review meetings</li> <li>• Undertake ad-hoc audits and site visits;</li> <li>• Seek feedback on supplier performance from stakeholders and users;</li> <li>• Hold regular meetings with suppliers and service providers as and when required;</li> <li>• Liaise with customers/suppliers on a frequent basis and report status or any areas of concern to the management;</li> <li>• Internal communication of all important issues affecting customers and supplier as and when required;</li> <li>• Escalate any disagreements and conflicts and disputes during the life of the contract</li> </ul>	20%
<p><b>2. Procurement Process Management</b></p> <ul style="list-style-type: none"> <li>• Vendor Database Management</li> <li>• Approves vendor database, vendor selection and evaluation</li> <li>• Monitor and managers the purchasing cycles</li> <li>• Request for quotes/proposal/information/market analysis and tender/bidding process.</li> <li>• Evaluate and approves quotes/proposal and all purchase orders.</li> <li>• Verify invoices by agreeing them against procurement documentation before invoices are processed for payment by finance (e.g.PR/Quotations/PO/Contract/Motivations, Tender process, etc.)</li> <li>• Identify goods and services for contract purposes</li> <li>• Escalate any disagreements and conflicts and disputes during the life of the contract</li> <li>• Perform price negotiations</li> <li>• Implement a contract monitoring plan</li> <li>• Tendering/Bidding Process</li> <li>• Manage Bid advertisements, receipt and opening process</li> <li>• Coordinate the Bid Evaluation Committee</li> <li>• Chair the evaluation committee and document recommendations to the adjudication committee.</li> <li>• Perform legislated checks on the suppliers: checking if supplier is not blacklisted with Treasury</li> <li>• Prepares and updates tender register</li> <li>• Monitor the tendering evaluation process to ensure adherence to regulations.</li> <li>• Maintains all documentation for tendering process, ensure all approvals</li> </ul>	45%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>are done and prepare monthly tender reports.</p> <ul style="list-style-type: none"> <li>• Ensure that applicable legislation, policies and regulations are met</li> </ul>	
<p><b>3. Financial monitoring</b></p> <ul style="list-style-type: none"> <li>• Perform spend analysis to determine the mechanism to be used for procuring, whether through quotation or tendering/bidding process.</li> <li>• Manage contract spend and monitor costs</li> <li>• Prepare an annual operational procurement plan and manages its performance monthly</li> </ul>	5%
<p><b>4. Administration</b></p> <ul style="list-style-type: none"> <li>• Prepare and provide all related administration for the Bid Evaluation Committee</li> <li>• Compile requests for quotes/proposal/information and do market research.</li> <li>• Ensure competitive quotes are obtained</li> <li>• Prepares, reviews and approves quote evaluations</li> <li>• Ensure that suppliers details are up to date e.g. Tax Clearance Certificate, BEE Certificates</li> <li>• Maintain adequate records of communication with the suppliers and customers as appropriate</li> <li>• Maintain adequate records (paper and electronic) of all interaction with the service provider</li> <li>• Maintain records of progress against milestones and timeframes</li> <li>• Maintain approved database and tender register.</li> <li>• Ensure SCM policies are updated according to new legislation</li> <li>• Improve SCM procedures</li> <li>• Ensure all SCM transactions comply with the SCM policy and all governing legislations.</li> </ul> <p><b>Monthly reporting:</b></p> <ul style="list-style-type: none"> <li>• BEE Spend</li> <li>• Procurement Expenditure compliance</li> <li>• Procurement plan</li> <li>• Database register</li> <li>• Single source register</li> <li>• Irregular Expenditure</li> <li>• SCM Compliance Checklist completion</li> </ul>	10%
<p><b>5. People Management</b></p> <ul style="list-style-type: none"> <li>• Manage employees as appropriate within the procurement team to optimise business performance and the underwriting service to customers.</li> <li>• Plans, organizes, assigns, reviews, and evaluates the work of assigned professional and technical support staff</li> <li>• Ensure staff have the required skills and experience to execute their tasks.</li> </ul>	20%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> <li>• Conduct Performance Planning Sessions.</li> <li>• Compile the Performance Management documentation in collaboration with the staff member in terms of:                             <ul style="list-style-type: none"> <li>▪ Job Profile requirements</li> <li>▪ Strategic Performance Objectives</li> <li>▪ Key Performance Areas</li> <li>▪ Personal Development Plan</li> </ul> </li> <li>• Track and monitor performance in accordance with policies and procedures and performance planning documentation.</li> <li>• Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level.</li> <li>• Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.</li> <li>• Appraise performance at the end of each performance period in accordance with policies and procedures.</li> <li>• Provide feedback to the relevant role players.</li> </ul>	
<b>TOTAL</b>	<b>100 %</b>

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## 2. Job Evaluation Criteria

<b>A) KNOWLEDGE AND SKILLS</b>	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"><li>• Grade 12: B.Com / SCM Degree / B Tech</li></ul>
<b>TECHNICAL/ LEGAL CERTIFICATION</b>	<ul style="list-style-type: none"><li>• SCM Certification (CIPS)</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• 5 years related</li></ul>

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## 3. Competencies

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA	Advanced Computer Literacy	Tact
Treasury	Communication	Innovation
BBBEE	Problem solving	Time Management
Corporate Governance	Decision making	Attention to detail
PPPFA	Inter personal	Honesty
Supply Chain Management	Negotiation	Ability to work under pressure
Policies and Procedures	Presentation Skills	Integrity
Financial and ERP systems	Conflict Handling	Sense of Humour
	Written communication skills	Resilient
	Management - PLOC	Patience
	Financial and ERP systems	Think Out Of The Box

## 4. Other Special Requirements

- Own transport

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## B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Non-compliance with policies and procedures
- Time pressures
- Difficult people and conflict resolution

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- the internet, manuals, policies, procedures, internal/external resources

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – Daily to annual

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

Immediate; longer subject to the type of judgement applied

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational procedures, policies and systems
- Tactical procurement plans for long term contracts

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## C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

### **Jobholder accountability**

- Operational procurement decisions
- DoA

### **Referral to Line Manager for approval**

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## D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

*(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)*

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, presentations – internal and external, reporting, e-mail, network correspondence



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**APPROVED BY LINE MANGER**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONFIRMED BY HR EXECUTIVE**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACKNOWLEDGED BY INCUMBENT**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_