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| **VACANCY**  Procurement Officer | Nacosa_Logo_SIMPLIFIED.png |

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| **SUMMARY** | |
| Vacancy | Procurement Officer |
| Role description | NACOSA is looking for a suitably qualified candidate for the position of Procurement Officer. The successful incumbent will be responsible for effectively managing the procurement and compliance matters of NACOSA, sub-recipients, and allocated business units. The Procurement Officer would provide guidance to NACOSA in all relevant areas of procurement and supply chain management, in order to ensure that NACOSA maximises its buying power and receives value for money, in accordance with NACOSA’s financial policies, procedures and relevant legislation for South Africa. |
| Location | Cape Town |

South Africa has the highest number of people living with HIV in the world – over 7 million people. To turn the tide on HIV and AIDS, we need to bring all sectors of society together and strengthen the community systems that support people.

NACOSA is a networking organisation that brings communities together to tackle HIV and its impact on vulnerable people. We have a 19-year track record of working with donors, government and communities to strengthen community systems and turn the tide on HIV, AIDS and TB.

We do this through mobilizing our network of over 1,900 organisations, promoting dialogue between government and affected people, building capacity with accredited training, mentoring and technical assistance and channeling resources to support service delivery on the ground, particularly for children and youth, key populations and women and girls.

## The Procurement Officer role

The duties and responsibilities of the Procurement Officer will include but not limited to:

* Effectively manage the end-to-end procurement processes of the organistation while adhering to strict adherence to procurement processes to ensure a fair and transparent procurement process
* Administrative duties related to the procurement process such as reviewing tenders, compiling tender summaries, arranging relevant meetings, etc.
* Draft the Terms of reference (TOR) for each closed/or public proposal to align with the procurement need
* Review and validation of new vendor requests
* Coordinate and management of the payment process for suppliers to ensure adherence to the agreed payment timeframes
* Be part of the Internal Procurement Committee in the capacity of “Secretary” and fulfil relevant duties of a secretary (writing minutes, following-up on deliverables, etc.)
* Maintain an updated and accurate Supplier database
* Provide input to and manage the annual procurement forecast and budget
* Ensure that procurement activities align to all relevant legislation, NACOSA policies and procedures and good practice standards
* Show initiative, discretion and good judgement in carrying out of all procurement related duties
* Assist with the development of an Asset Management Policy and Procedure manual
* Provide support to the process of annual review and updating of the procurement policies, procedures and thresholds, facilitate the approval process and circulate any changes internally
* Provide general financial administrative support to the Financial Manager as may be needed from time to time

## Required qualifications, skills and experience

* Post Graduate diploma in procurement and supply chain management or related field
* At least 3 years’ experience in a similar role with a demonstrated ability to manage large procurement processes
* Advanced Computer skills, specifically in MS Word, Excel, PowerPoint
* Read, write, and speak in two official South African languages, of which one must be English
* Driver’s license, reliable vehicle and willing to travel
* Ability to work methodically and systematically
* Good time management skills and ability to stick to strict deadlines
* Ability to work under pressure
* Good communication and inter-personal skills on all levels
* Proven ability to work as a team member within multi-disciplinary teams
* Ability to multi-task while paying attention to detail

Remuneration will be competitive, based on skills and experience.

## To apply:

Interested candidates must send a motivation letter highlighting your suitability to the post and a CV with contact details of three work-related referees to [maresa@maraisbutton.co.za](mailto:maresa@maraisbutton.co.za)

*Contact will only be made with shortlisted candidates.*