



CITY POWER WORKPLACE

City Power Johannesburg SOC Limited is a municipal entity wholly owned by the City of Johannesburg. City Power commenced operations on 01 January 2001 and is responsible for electricity distribution within its area of supply in the City of Johannesburg.

Finance

Senior Buyer Ref: 001

Grade 12

Reporting to – Commodity Manager

Purpose

The primary objective of this position is to be responsible for procuring world class commodities by applying the best supply chain principles to optimize cost, quality, service and reliability variables

Key responsibilities

- Conduct procurement processes in order to ensure compliance with City Power's Procurement Policy, Procurement procedures, standard work processes and work standing instructions.
- Ensure Compliance to MFMA and all relevant regulations
- Conduct all procurement activities within Supply Chain Management's standard lead times.
- Collaborate with City Power BEE department to meet City Power's B-BBEE expenditure targets.
- Collaborate with SCM clients to ensure that all procured materials and services comply with minimum quality and technical standards.
- Maintain commodity group materials at the target levels of stock availability
- Ensure the implementation contracts to ensure that all materials and services are available to City Power clients on a continuous basis and renew contracts when required
- Collaborate with planning department to unpack short and long term requirements for projects (demand plan)
- Actively contribute to all materials management reports pertaining to the commodity team as directed by the Commodity Manager
- Monitor and evaluate supplier performance on a monthly basis to ensure continuous performance improvement and to achieve continuous on time delivery
- Process all MRP and non-stock requisitions within the specified lead times
- Administrate procurement lead time targets (time from receipt of approved specification and approved budget form to award of bid by EXCO Adjudication committee approval)
- Compile Bid Evaluation reports and present the reports to Bid Adjudication Committees and EXCO Adjudication Committee
- Conduct Annual customer satisfaction survey to ensure continuous improvement of customer satisfaction

Competencies

- Understanding of the PFMA ,MFMA, BBBEE, OSH ; ISO, MSA,PPPFA, CIDB,NATIONAL TREASURY REGULATIONS, SITA
- Basic knowledge of industry trends and Best practices per commodity group
- Ability to interpret strategic information
- Advanced knowledge in MS packages (Excel, Word and PowerPoint)
- Advanced knowledge of procurement policies and procedures, Service Level Agreement framework, Industry trends and Best Practices in Supply Chain and contract management principles
- Basic knowledge of industry trends and best practices per commodity group.
- Good organisational and planning skills
- Negotiation and decision making skills
- Analytical skills
- Business insight
- Good Verbal and written communication skills.
- Report writing skills
- Good analytical skills.
- Ability to communicate at various levels.
- Excellent interpersonal skills.
- Leadership skills
- Integrity and honesty

Minimum qualifications

- Relevant B Tech or B Com degree

Related Minimum Experience

- 3 – 4 years of service in Supply Chain Management

In case of further information regarding this advertisement (circular 007/2019; Ref 001), please contact:

Team: Talent Acquisition Tel (011) 490 -7398/ (011) 490-7108/ (011) 490-7099/

Kindly forward your detailed CV's via **E-MAIL:** [recruitment.finance @citypower.co.za](mailto:recruitment.finance@citypower.co.za) or by no later than 24 September 2019 at 17h00.

NB: Ensure the application form is also completed and submitted with the CV. The application can be downloaded using the link: [Talent Management Application Form](#)

Note:

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability). If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.

- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- No walk-ins for this advert only emailed and faxed CV's will be acceptable.