



BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

Contract duration: One year fixed term with possibility of extension for 3 years depending on funding availability.

Anticipated start date: 1 May, 2019

Closing date for applications: 12 Noon (CAT), 20th May,2019

Remuneration: Market related.

1 x PROCUREMENT OFFICER: EAST LONDON

Duties and Responsibilities

1. Ensure an effective and efficient procurement system

- Administer the process of enlisting and screening suppliers in compliance with the principles guiding BZ procurement and the donor requirements.
- Coordinate the performance of due diligence on potential supplier's / service providers.
- Maintain an accurate database of service providers/suppliers and the goods and services they offer.
- Support BZ staff to develop procurement requests for goods and services and subsequent steps through the procurement cycle.
- Ensure that purchase orders are issued before goods and services are supplied.
- Liaise with procuring units and suppliers to ensure that orders are fulfilled on time.

2. Manage tenders

- Coordinate the tender process including maintaining appropriate evidence of compliance with procurement requirements.
- Support the meetings of the tender committee and ensure all proceedings are minuted.



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3. Contracts management

- Support the Procurement Manager to negotiate contracts with suppliers and service providers.
- Assist the Procurement Manager to review procurement contracts and any other related agreements to ensure that BZ's interests are protected.
- Maintain an accurate and up to date database of current contracts including annual review of contracts.
- Track BZ financial commitments in current contracts.
- Implement close-out procedures for all contracts to ensure all obligations have been met by all parties.

4. General administration

- Maintain an accurate filing system for procurement related materials and ensure that support documents can be easily retrieved when required.
- Obtain BEE certificates from suppliers and service providers.
- Prepare periodic reports for the Procurement Manager.
- Comply with financial policies and procedures.

Minimum Requirements

- Degree/National Diploma in Finance, Procurement Management or Business Administration.
- At least 3 years' relevant experience in procurement preferably in an NGO environment.
- Knowledge of international donors' procurement processes.
- Excellent planning and organization skills.
- Excellent communication skills both written and verbal
- Excellent interpersonal skills.
- Self-motivated and able to work under limited supervision.
- Ability to use software packages.
- Ability to work under pressure and meet deadlines in a highly pressurized work environment.





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By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.

To Apply: Cover letters clearly stating the Position being applied for and preferred region /location as stated on the advert, CVs, and copies of qualifications must be forwarded to **gfreruitment@beyondzero.org.za**

NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.

Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.

None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

