

Contract duration	: Fixed Term Contract (Period Feb 2024 ending March 2025)
Anticipated start date	: 01 March 2024
Closing date for applications	: 12 February 2024
Remuneration	: Market related
Location	: Beyond Zero Rivonia Office

1X PROCUREMENT OFFICER- CONTRACTS & VENDOR MANAGEMENT

Purpose of the role:

Role of a Procurement Officer (Vendor, Contract Admin and Supplier Relation Management) is to ensure that the vendor and contract management is up-to-date and assists stakeholders to maintain relation, plan, develop and to better manage the record keeping to effectively meet Beyond Zero's business objectives

Duties and responsibilities:

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.
- Analyze potential risks involved with specific contract terms.
- Stay up-to date with legislative changes and coordinate with the legal department as needed.
- Ensure all deadlines and conditions described on contracts are met (e.g., payments and deliverables)
- Develop and maintain positive relationships with other business units, stakeholders, engaged third parties and regulators
- Responsible for the day-to-day support for third party relationships, including vendor lifecycle from project screening, on-boarding, contract reviews, on-going monitoring, risk assessment, and termination.
- 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.

Contracts management

- Manage contracts award process for new contracts and contract renewals to ensure that group purchasing contracts offer best value.
- Manage all procurement services relevant to allocated contracts portfolio improving efficiencies, reducing total cost of ownership and tracking supplier performance in cooperation with procurement staff and users at member institution.
- Co-ordinate supplier performance and development, procurement quality management systems in a centralised procurement structure
- Support the Procurement Manager to negotiate contracts with suppliers.

- 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.

Vendor Management

- New Vendor Creation
- Enter vendor records in the system according to standard operating procedures (SOP) while seeking opportunities for process improvement
- Provide responses to vendor-related questions and inquiries
- Obtain and update BEE certificates from suppliers and service providers.
- Provide leadership and category management through the vendor lifecycle process

General administration

- Maintain organized system of physical and digital records
- Maintain an accurate filing system for procurement related materials and ensure that support documents can be easily retrieved when required.
- Prepare periodic reports for the Procurement Manager.
- Comply with financial policies and procedures.

Minimum Qualification, Education and Experience

- Degree/National Diploma in Finance, Procurement Management or Business Administration.
- CIPS Level 4 qualification preferred.
- At least 3 years' relevant experience in procurement preferably in an NGO environment.
- Knowledge of international donors' procurement processes.
- Demonstrated experience in vendor/subcontractor management.
- In-depth knowledge of supply chain management, legal contracts and supply chain management processes and systems

Skills & Competencies:

- Excellent planning and organization skills.
- Excellent interpersonal skills.
- Self-motivated and able to work under limited supervision.
- Ability to work under pressure and meet deadlines in a highly pressurized work environment.
- Good analytical and strategic thinking skills.
- Attention to detail.
- Strong communication both written/verbal and negotiation skills.

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



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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 reserves the right not to fill any of the listed Positions.

None South African Citizens and non-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.

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process

