

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

## **2X PROCUREMENT OFFICERS- DEMAND & ACQUISITION**

### **Purpose of the role:**

Role of a Procurement Officer (Demand and Acquisition) is to execute end-to-end procurement function and assists stakeholders to plan, develop, source, and manage the procurement of goods and services to effectively meet business objectives while complying with Beyond Zero policies and procedures.

### **Duties and responsibilities:**

#### **Demand Management**

- Demand Planning: Contribute to the development of annual and longer-term business plans; forecast performance against business key performance indicators; provides input to the development of business cases for key activities/projects.
- Contribute to internal stakeholder engagement through identifying internal stakeholders, finding out their needs/issues/concern and reacting to these by arranging meetings and events and drafting supporting materials to promote understanding and commitment.
- Conducting a commodity analysis and checking for alternatives at least in case of strategic purchases.
- Conducting an industry analysis in case of strategic purchases.
- Identifying methods of procurement, preferential procurement objectives, specifications/terms of reference, and life cycle costing.
- Identify and evaluate potential new suppliers to provide alternative sources of goods and services.
- Manages and resolve demand related issues in a timely and accurate manner.

#### **Acquisition management**

- Communicate with stakeholders throughout the acquisition management process thereby enhancing relations with stakeholders.
- Coordinate the tender process including maintaining appropriate evidence of compliance with procurement requirements.
- Execute the end-to-end acquisition management process through effective management of the procurement processes and overall life cycle management of the goods and/or services in order to achieve economies of scale and ensure compliance to regulations.
- Developing and implementing strategies to improve the efficiency of all purchasing transactions, from order to payment, while reducing total cost.

### **Ensure an effective and efficient procurement system**

- Stay up-to date with legislative changes and coordinate with the legal department as needed.
- Develop and maintain positive relationships with other business units, stakeholders, engaged third parties and regulators.
- 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.
- Reviews non-contracted purchases to identify opportunities for standardization, contracting and cost reduction.
- Provide administrative and secretarial support services to the Bid Specification, Bid Evaluation and Bid Adjudication committees.
- Provide advisory services in determining the bid evaluation criteria, compilation of bid documents, evaluation of bids and recommendations.
- Provide SCM advice and recommendations to all business units and all levels of management.

### **General administration**

- Maintain organized system of physical and digital records of all tenders.
- 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**

- Must have a at least National Diploma (NQF Level 6) in Finance, Procurement Management; Supply Chain Management or Business Administration.
- CIPS Level 4 qualification preferred.
- Must have at least 3 years' relevant experience in procurement, preferably in an NGO environment.
- Knowledge of international donors' procurement processes is an added advantage
- Demonstrated experience in demand and acquisition management
- In-depth knowledge of and supply chain management processes and systems
- Computer Literacy, with advance level in MS Office and other computer systems, such as ERP and CRM applications

### **Skills & Competencies:**

- Excellent planning and organization skills.
- Excellent interpersonal skills.



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- 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 [qfrecruitment@beyondzero.org.za](mailto:qfrecruitment@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 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**

