

Role title	Hospital Buyer / Storeman Ref : NMCH 0301 A
Salary package	Level 6 : R196 407– R231 531 p/a plus benefits (DPSA salary scales)
Reporting structure	Procurement Officer
Closing date	22 March 2019

SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF JOB

To be responsible for hospital procurement, including managing the internal stores and distribution of stock on behalf of the departments.

LIST OF DUTIES AND RESPONSIBILITIES

- Establish NMCH store, policies and processes
- Creating of SAP purchase orders and manual purchase orders (Opex and Capex)
- Stock purchasing from approved suppliers listing
- Receive stock when delivered
- Placement of internal buying requisitions on behalf of departments
- Issue of stock to all internal departments
- Check and compare competitive prices from the suppliers
- Liaise with supplier i.e. deliveries, orders and quotations.
- Monthly reporting on open purchase orders
- Monthly stock take
- Implementation of an effective stock system and maintenance thereof, including proper stock levels
- Submission of monthly reporting to Finance department
- Ensure proper register is kept and maintained for pre-number (sensitive) stationery
- Compliance to hospital procurement policies and legislation
- Maintain material list on SAP system
- Maintain contracts on SAP system

QUALIFICATIONS AND EXPERIENCE

- Grade 12 or NQF level 4
- 3 Years Hospital Procurement experience.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Intermediate knowledge of Microsoft Office suite
- SAP system experience preferred
- An understanding of the healthcare industry procurement
- An understanding of the Supply Chain Management

APPLICATION PROCESS

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine at vacancies@nmch.org.za.

NB- Please state the reference number relevant to the position applied for. Applications without reference number will NOT be considered