

Role title	Procurement Clerk REF: 0203 A
Salary package	Level 5 R163 563 – R192 666 plus benefits (DPSA salary scales)
Reporting structure	Procurement Officer
Closing date	15 March 2019

LIST OF DUTIES AND RESPONSIBILITIES

- Update and maintain a supplier (including contractors) database.
- Creating of SAP purchase orders and manual purchase orders (Opex and Capex)
- Register suppliers on in-house supplier management system.
- Placement of internal purchase requisitions on behalf of departments
- Request and receive quotations and manage the process.
- Capture specification on the electronic purchasing system.
- Place orders in line with Company procurement policy and processes.
- Receive and verify goods from suppliers.
- Receive request for goods from end users.
- Issue goods to end users.
- Maintain goods register
- Verify asset register.
- Compliance to hospital procurement policies and procedure.

QUALIFICATIONS AND EXPERIENCE

- Grade 12 or NQF level 4.
- Computer literate MS Office
- Knowledge of SAP is advantageous.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.
- Basic knowledge and understanding of the legislative framework governing the procurement processes.
- Basic knowledge of work procedures in terms of the working environment.

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.

Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.