



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

OFFICER: DEMAND AND ACQUISITION

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.

OFFICER: DEMAND AND ACQUISITION

DEPARTMENT: Supply Chain Management
BRANCH: Demand and Acquisition
DESIGNATION: Officer: Demand and Acquisition
REMUNERATION: C5
LOCATION: 1 Raikes Road, Braamfontein

Purpose: Evaluating suppliers, products, and services. Negotiating prices and ensuring that approved Purchases are cost-efficient and providing support to the bid committees.

Essential Requirements:

- Matric (Grade 12) plus a 3-year Diploma or Degree in Logistics, Supply Chain Management, Purchasing of Finance at NQF Level 6.
- 3 years' experience in a Supply Chain Management environment.
- Computer literacy and knowledge of SCM related principles

Key performance areas

- Supply chain Management(Acquisition)
- Ensure that quotations are sourced in line with specifications or scope of work as needed.
- Conduct Market analysis for RFQ and bids.
- Negotiate trade terms and discount structures with vendors and deliverers 'for cost savings.
- Administration and Support in responding to requests for information from Auditors and bid Committees.
- Serve as an alternate member and advisor to the BSC and BEC.



Skills / Knowledge / Abilities

- Communication
- Attention to detail
- Time Management
- Basic Computer Skills
- Numeracy
- High Emotional intelligence, Assertive and Reliable
- Interpersonal skills
- Teamwork

CLOSING DATE: 31 July 2023

NB: All applicants who meet the above-mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritize the employment of Women; Youth; People with disabilities and those that will help improve its Employment Equity profile.

Apply via this link

<https://share-eu1.hsforms.com/1-Y8cckf0TlyBfGgF2IOmgwew554>

ENQUIRY ONLY: Recruitment@mbus.jobur.org.za

Contact Person: Nthabiseng Makhele or Bridget Mavuso

Contact No: 011 403 4300