

## **DIVISION: CORPORATE SERVICES**

### **Supply Chain Management: Sourcing Specialist**

**R243,747.00 per annum (Excluding benefits)  
(Ref: S049/2016)**

**•Pretoria**

**Purpose:** To execute the requisition process and liaise relevant identified suppliers on the alignment and compliance pertaining to agreed SLA's.

**Requirements:** • A relevant National Diploma/Degree in Procurement or Logistics qualification • 2-3 years' experience in a Procurement environment • Knowledge of functionality of Procurement and financial systems or related • Knowledge of relevant policies and procedures.

**Key outputs:** • Execute purchases orders from approved requisitions and liaise with suppliers on orders and ensure specifications are understood by suppliers. • Liaise with contract/supplier to complete requisitions in accordance with approved Sourcing & Procurement prescribes. • Receive spot buy request and analyse spot buys specification and business criticality • Align and adhere to budget allocations and execute regular reviews to determine if costs were spent properly. • Initiate the validation of invoices for relevance when liaising with stakeholders in confirming the accuracy of orders • Liaise with suppliers on outstanding or late deliveries of goods and determine actual dates • Develop and implement measurements to monitor performance of suppliers against contract terms and conditions. • Review modifications, extensions and contract closeout documents • Participate in and provide support for initiatives such as supplier enablement, problem resolution and customer support • Ensure suppliers meet defined requirements, goals and targets

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**The National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible to people with disabilities.**

**Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria, 0001 or to the e-mail [recruit.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za). Closing date 4 April 2016 at 12h00, no late applications will be accepted.**

**Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).**

**If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.**