



Joburg Market (SOC) Ltd

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ACQUISITION MANAGER

Salary: R56 330.00 per month basic excluding benefits

JOB PURPOSE

As a manager, you're responsible for ensuring any acquisition made by your employer is sound and reasonable. This involves projecting how the transaction will affect your company and determining the financial impact of a takeover. You may also develop and execute the acquisitions strategy as well as ensure the process goes smoothly.

DUTIES AND RESPONSIBILITIES

Procurement of various goods and services in terms of MFMA Act, PPPFA Act, BBBEE Act and other National Treasury Regulations. Implement the SCM Policy and strategy at operational level. Manage day-to-day acquisition operations of SCM activities. Compile bid documents, RFP's and tender adverts. Conduct tender openings; evaluate tenders and proposals in terms of prescribed procedures. Prepare award letters and supplier correspondences. Provide technical guidance to Bid Committees. Monitor and approve procurement transactions on JDE Oracle. Maintain SCM Risk Register and develop risk mitigation plans. Conduct SCM Workshops and training. Develop audit action plan for SCM and report on progress. Liaise with key stakeholders in the value chain Effective filing and record keeping of information. Implement an effective acquisition management /sourcing strategy Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Degree / CIPS Diploma or National Diploma/ NQF level 7
- 5-8 years relevant experience at specialist or management level

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

**Please forward all applications to acquisition-manager@joburgmarket.co.za please note all CV's must have the following supporting documents
Cover Letter, Certified copy of ID and supporting Qualifications, if not your application will be rejected. NO APPLICATION FORMS SHOULD BE COMPLETED.**

Please take note if not contacted after 4 weeks of closing date, consider your CV as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encourage in applying.

The closing date is 18 February 2022 at 12:00 pm.

07/02/2022