



Joburg|Market

Joburg Market (SOC) Ltd

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www.joburg.org.za

DEMAND SPECIALIST

Salary: (T13/C5) R36 507.00 per month basic excluding benefits

JOB PURPOSE:

Is to ensure that the resources required to fulfill the needs identified in the Strategic Plan of the Joburg Market are quantified; budgeted for; timely & effectively delivered at the right locations on the critical delivery dates and are of appropriate quality at a fair cost. Develop and implement demand management procedures, as a specialist in assigned categories which require a degree of technical knowledge. Manage the departmental supplier database and supplier development program. Act as a liaison between user departments and or suppliers.

DUTIES AND RESPONSIBILITIES:

- Plan the demand of goods and services in terms of MFMA Act, PPPFA, SCM Regulations and the B-BBEE Act.
- Examines and analyzes departmental purchase requisitions
- Draft selection of Bid Specification Committee Members for approval by the Chief Executive Officer
- Develop and implement Demand Management procedures
- Produce Demand reports , Develop routine and ad-hoc demand related reports for management
- Establishing robust relationships with key senior stakeholders to ensure alignment and buy in to the Integrated Planning Process (IBP)
- Conduct market research of products and services
- Determines best method of procurement in line with regulations
- Implement the operational requirements of SCM Policy through processes, procedures and systems
- Preparation of RFPs and tender specifications
- Keep and maintain a record of all approved Specifications/TOR monitored, including the recording of corrective measures and/or additions to be made to specifications that will be used again in future to invite bids
- Study and keep abreast of the relevant Public Service and organisational prescripts/policies, processes and procedures
- Provide input regarding policies and procedures as and when required
- Ensure that supplier queries are handled in a professional manner to avoid unpleasant customer relationships.
- Conduct comparative price analysis and total cost of ownership analysis
- Develop commodity and category lists for strategic products and consumer goods
- Implement value-for-money principles
- Implement demand management model
- Prepare and monitor the procurement strategic plan
- Ensure regular training and communication with internal staff on internal procedures and processes to ensure service delivery

- Perform miscellaneous job-related duties as assigned
- Interviews sales representatives to develop new sources of technical supplies
- Effective filing and record keeping of supply chain documents
- Guides and supports user departments on supply chain procedures and processes
- Management of supplier database and supplier development
- Total needs assessment should be done on a continuous basis, which should include among others an analysis of needs, frequency of need, linking the requirements to the Medium Term Expenditure Framework, as well as budget for capital expenditure, an analysis of past expenditure.
- In case of Infrastructure Projects the plan must consider the appropriate timing/phasing of appropriate activities such as engineering design and construction to reduce/lower project cost and avoid unnecessary roll-overs.
- To assist in drafting specifications in a manner that will assist in achieving the B-BBEE targets set by the entity.
- Supplier performance monitoring and B-BBEE reporting
- Overseeing the database management and the recruiting new suppliers in line with the demand plans

QUALIFICATIONS

- Degree or 3 year National Diploma in Supply Chain, Finance, Administration or Management
- CIPS Level 7
- At least 3 years relevant experience in supply chain management at a Specialist/Officer/Practitioner or Senior Analyst Level

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

Email to: demand-specialist@joburgmarket.co.za

Please note all CV's must have the following

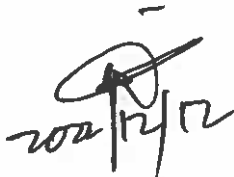
Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

Employment Equity Target AM or Parson with Disability

The closing date is 21 December 2022 at 12:00 pm.


2022/12/12