

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

### Procurement Administrator

#### About the job:

The CSIR has a vacancy of Procurement Administrator in Strategic Procurement Unit. The incumbent will be responsible for all administrative, operational and organizational activities related to the operations and transactions of the procurement services. The position is based in Pretoria.

#### Key responsibilities:

- Manage procurement calls as well as monitor, allocate, assign, re-assign follow up, report, resolve and close calls;
- Respond to tender inquiries and appropriate distribution of inquiries;
- Support Procurement Practitioners and follow up on all actions to be taken on delivering of service;
- Manage, update and publish CSIR contract register;
- Manage deviations registers (update, submissions, record keeping) including sole supplier, emergency, variation & expansions and National Treasury approval registers;
- Update and maintain CSIR Procurement plan;
- Generate and provide reports to management on procurement activities, tenders, calls and mailboxes;
- Collect and provide information for auditing purposes;
- Provide support on tender administration inclusive of all CSIR RFQs/RFPs e.g. recording, follow-up, publishing, collecting, distribution, awards, cancellations and withdrawals;
- Manage tender mailbox including distribution of all incoming queries, communication and response to external entities;
- Keep record of original and signed operational documents including publication of documents;
- Provide general administrative assistance to procurement team including taking minutes during meetings;
- Complete credit applications;
- Administer possible non-compliance incidents and ensure that complete process has been followed correctly;
- Update and maintain procurement catalogues in line with supplier agreements;

#### Qualifications, skills and experience:

- A degree or national diploma in supply chain management with at least three years' experience in supply chain environment;
- Experience in office administration and management will be advantageous;
- E-procurement knowledge;
- Administration and organisational skills;
- Numerical skills
- Accuracy and ability to pay attention to attention;
- Ability to work under pressure.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Procurement Administrator: Reference No: 308117)**

**Closing date: 09 June 2017**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***