



JOB DESCRIPTION

REFERENCE NUMBER: EP553
JOB TITLE: Divisional Head of Procurement
DIVISION: Logistics
LOCATION: Head Office, Durban

- KEY RESPONSIBILITIES:**
- To undertake the tendering, evaluation, placement and monitoring of a portfolio of corporate contracts.
 - To assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and whole life costing.
 - To evaluate suppliers on multiple criteria- prices, quality, service support, availability, reliability, selection, etc. as well as research through catalogues, industry and company publications, directories, trade shows and trade journals, often on the Internet.
 - To find the best goods or services, choose suppliers, negotiate prices, and grant contracts that ensure that the right amount of the product or service is received when it is needed.
 - To participate in the negotiation of contract terms, on a range of central contracts and to monitor performance against these contracts.
 - To take an active lead in the introduction, development and implementation of e-Business solutions, within the business.
 - To carry out the duties of this post in a manner which promotes equality of opportunity and shows due respect for the health and safety of all employees and customers.

80% of the procurement mandate will focus on operational expenses, namely, the operational procurement aspects both in terms of consumables (tyres, batteries, diesel, etc) and capital purchases pertinent to vehicle fleet



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management. The fleets include trucks, trailers, forklifts (Hyster – imported and Toyota - local) and smaller warehousing related materials handling equipment. In addition, operational procurement will be around container procurement (lease and sale), either imported or sourced from other local shipping lines.

20% focus will be on general day-to-day spend, such as office equipment, stationery etc.

SKILLS REQUIREMENT:

The new incumbent must be able to develop and implement a purchasing policy and strategy, co-ordinate purchasing practices and maximise savings and benefits available from purchasing activities.

S/he will be expected to gain a thorough understanding of the business in order to implement sound purchasing principles and controls into all operational activities.

The successful person will be an integral member of the management team and play a key role in the implementation of business initiatives.

Attributes, include taking pride in customer service standards, effective performance management skills, demonstrable and successful team leadership, leading by example and outstanding communicative ability, will form a high priority in the selection process.

EDUCATION / EXPERIENCE:

- A background in transport or warehousing is desirable, but not essential. More importantly is a desire to make contributions that will make a significant difference in a growing Divisional business.
- Five (5) years of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and the awarding of contracts (education may be substituted for experience, although experience will be a key determinant).
- The successful applicant must be prepared to learn the specifics of the business by spending a considerable amount of time with experienced purchasers learning about operations, purchasing practices, commodities, prices, suppliers and markets.



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- Technical astuteness, strength of character, energy and detail orientation represents the profile sought.
- The ability to analyse technical data in suppliers' proposals; high numerate/statistical ability, innate negotiation ability, knowledge of supply-chain management and the ability to perform financial analyses are key in making this position a success.

To apply please send a comprehensive CV and letter of motivation quoting reference number **EP553** to Kim Odell at info@talenting.co.za