



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
BUYER
FINANCE DEPARTMENT
SUPPLY CHAIN MANAGEMENT (SCM) DIVISION

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.

BUYER

SALARY GRADE: B4

DEPARTMENT: Finance
BRANCH: Supply Chain Management
DESIGNATION: Buyer
REMUNERATION: B4
LOCATION: Metrobus – Head Office

Purpose: Sourcing quotations in line with specifications, and compliance requirements, capturing data or purchase requisitions and purchase orders.

Essential Requirements:

- Matric (Grade 12) or NQ 4 certificate plus:
- Three (03) years tertiary Diploma or Degree in Logistics, Supply Chain Management / Purchasing / Procurement.
- Minimum of three (03) years' experience in a Supply Chain Management environment.
- Supervisory experience will be an added advantage

Key performance areas

1. Demand and Acquisitions management

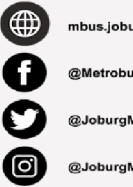
- ❖ Source quotations in line with the scope of work or specifications as per the requirements.
- ❖ Conduct market analysis and advise on appropriate procurement procedures to be followed.
- ❖ Prepare documents for Request for Quotations (RFQ) and accurately record and capture of all received information manually and into the system.

2. Administration and Support

- ❖ Timeously respond to requests for information from Auditors.
- ❖ Ensure that orders are timeously issued out to the suppliers and follow up on the delivery.
- ❖ Maintain the section register and orderly keep SCM – approved reports.

3. In-depth knowledge of SCM – related prescripts.

4. Bid committees



- Attention to detail
- Time Management
- Basic Computer Skills
- Numeracy
- High Emotional intelligence, Assertive and Reliable
- Interpersonal skills
- Teamwork

NB: All applicants who meet the above-mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritise the employment of women; Youth; People with disabilities and those that will improve its Employment Equity profile.

Apply via this link

<https://share-eu1.hsforms.com/19ITv8JDXQR6BJBztJwONsAew554>

Telephonic enquiries: Ms Bridget Mavuso/ Asa Khanya Rangayi - (Cell 083 702 4251)

Email enquiries only: Recruitment@mbus.joburg.org.za

Closing date: 10 December 2024

Not later than (16:00)