



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION**

**BUYER**

**SALARY GRADE: B4**

### **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 Metrobus positions.

### **DISCLAIMER**

- Metrobus is currently recruiting and will not demand payment in any form for any job placement.
- Metrobus 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 Metrobus, 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 purpose only.
- Metrobus reserves the right not to fill the position.

**This Vacancy is open to internal and External applicants**  
**Publication Date: 21 August 2025**  
**Closing Date: 04 September 2025**



**City of Johannesburg  
Metropolitan Bus Services SOC LTD**

Transportation  
House  
1 Raikes Road  
Braamfontein

PO Box 1787  
Johannesburg  
South Africa  
2000

Tel +27(0) 11 403  
4300  
Fax +27(0) 11 403

**DEPARTMENT: FINANCE**  
**BRANCH: SUPPLY CHAIN MANAGEMENT**  
**DESIGNATION: BUYER**  
**REMUNERATION: GRADE 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 Certificate or equivalent at NQF level 4 plus:
- ✓ Three (03) years tertiary Diploma or Degree in Logistics, Supply Chain Management environment.
- ✓ Minimum of (03) years' functional experience in Supply Chain Management environment.
- ✓ Supervisory experience will be an added advantage.

**Key performance areas**

**1. Demand and Acquisition 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**



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**Core competencies**

- Communication
- Attention to detail
- Time Management
- Basic Computer Skills
- Numeracy
- High Emotional intelligence, Assertive and Reliable
- Interpersonal Skills
- Team work

The successful candidate will be required to enter both a permanent employment contract as well as an annual performance contract with the entity.

**Declaration of Financial Interest**

On assumption of employment, the successful applicant will make, in the manner prescribed by the entity and to the extent required by the entity, disclosure of financial interest.

**Security Vetting**

Candidates will also be required to undergo security vetting.

**NB: all foreign-acquired qualifications must be SAQA accredited.**

**Certified Application documents and CVs must be submitted online by clicking the allocated link below for this position. The online application form is available on the Metrobus Website; Metrobus Intranet; X (Twitter); COJ Website; Facebook and LinkedIn.**

**<https://share-eu1.hsforms.com/14EIEqYY9R6GJlyn4VDWk6Qew554>**

**NB: All applicants who meet the above-mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritize the employment of women; Youth; People with disabilities and those that will improve its Employment Equity profile. Preference will be given to Metrobus's current and previous Apprentices, EPWP, Learnership, and Internship.**



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**Telephonic enquiries: Ms. Bridget Mavuso - (Cell 083 702 4251)  
Ms. Asa Rangayi**

**Email enquiries only: [Recruitment@mbus.joburg.org.za](mailto:Recruitment@mbus.joburg.org.za)**

**CLOSING DATE : 03 SEPTEMBER 2025**

**This Vacancy is open to Employees of Metrobus, COJ, and Johannesburg residents  
Publication Date: 19 August 2025  
Closing Date: 01 September 2025**



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