

14 June 2021

The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organisation is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:

Position: Senior Procurement Officer

(Ref: SPROC003)

Job Grade: * D1 – D5

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Tertiary Qualification in Purchasing Management, Supply Chain Management or equivalent
- 3 - 6 years Procurement/Supply Chain Management experience
- Experience in practicing Procurement Regulations as prescribed by the National Treasury e.g. PFMA/PPPFA and BBBEE
- Experience in Property/Asset Management will be an added advantage
- Computer Literacy (Microsoft Office suite: Word/Excel/PowerPoint)

Duties:

- Execute RFI, RFP and RFQ processes
- Ensure the procurement of goods and services is consistent with the PIC Procurement Policy and business requirements
- Serve as a member of the Tender Specification/ Evaluation Committee as and when required
- Facilitate Tender Evaluation processes
- Assist with Supplier Selection and Development processes

- Maintain Supplier Database and Safekeeping of documents
- Provide guidance to internal staff with regards to the Procurement Policy
- Prepare monthly Irregular Expenditure/Deviation Report
- Prepare Tender Evaluation Reports
- Coordinate contract signing process
- Maintain a contract register by updating it for new contracts, amendments and expired contracts
- Prepare monthly/quarterly reports as required by National Treasury or Management

Competencies:

- Good business communication skills (oral and written)
- Ability to deal with pressure/stress
- Business analyses skills
- Customer service orientation
- Results/performance orientated
- Accuracy and logical thinking
- High degree of Integrity
- Negotiation skills

With the PIC having topped the R2 trillion marks in assets under management and in the process of entering the global investment market, it is the best asset manager any serious professional would want to be associated with. It is also one of the better places from which one can serve South Africa.

Closing Date: 23 June 2021

PIC is an equal opportunities employer.

Please forward copies of your comprehensive CV's to: [**Recruitment2@pic.gov.za**](mailto:Recruitment2@pic.gov.za)

***Grade range is from D1 – D5 commensurate with applicable minimum requirements.**