



Position Title: Procurement/ Strategic Sourcing Specialist - 6 Months Fixed term Contract

SASRIA SOC LIMITED

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

Vision

Special Risks covered

Mission

To Provide Special Risk Solutions for Stability in South Africa.

Core Values

The following values underpin Sasria's pursuit of its stated vision and mission:

- **Fairness** - we will treat all our stakeholders impartially and with respect, recognising our accountability to them;
- **Ethics** - we will conduct ourselves in a manner that is transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Integrity** - we will conduct ourselves in a manner that is fair, transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Service Excellence** – in the performance of our work, we will consistently apply our knowledge, experience and best efforts to deliver relevant and professional service of an exceptional standard;
- **Collaboration** - we will engage with our partners and employees, assuming positive intent, respecting diversity and working together to create uniformly positive outcomes

Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.

ROLE DESCRIPTION

Job summary statement/purpose

To facilitate and administer the sourcing/ procurement processes for the acquisition of goods and services for Sasria.

Key performance areas (duties & responsibilities)

- 1. The effective facilitation and administration of the sourcing processes (RFx)**
 - Assist business with procurement planning
 - Review business requirements and assist business in requirements specifications
 - Prepare bidding documents
 - Prepare procurement reports
 - Present reports to Bid Committees

- 2. To ensure effective relationship management with internal clients and external suppliers (Business Partnering)**
 - Provide specialist knowledge and educate business units regarding standard procurement policies
 - Communicate effectively with internal clients, external business partners and vendors to build and maintain stakeholder relationships
 - Build and maintain relationships with internal business units
 - Drive Supplier Relationship Management in managing supplier relationships to ensure collaboration throughout the procurement processes
 - Manage Supplier relationships by establishing and maintaining rapport with all levels of supplier personnel and internal customers
 - Ensure that work is delivered consistently to plan through regular progress update meetings with business
 - Support the internal stakeholders in achieving their procurement business results through appropriate engagement with relevant vendors

- 3. To effectively support the maintenance, improvement and reporting of broad-based BEE imperatives and initiatives**

- 4. To assist in the negotiations of supply and service contracts to achieve savings and other commercial targets**

- 5. To ensure compliance with procurement policy**

- 6. Ad hoc duties**
 - Perform any reasonable task as and when required by the Line Manager

- 7. To render general tender administration service.**

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- Facilitate closing of bids/ quotations
- Facilitate evaluation process:
 - Prepare evaluation scorecards
 - Prepare agenda
 - Prepare minutes
 - Facilitate consolidation of evaluation scores
 - Prepare and issue regret/ award
 - Prepare and issue regret/ award letters

BEHAVIOURAL COMPETENCIES/Attributes:

- Analytical
- Detail oriented
- Assertive
- Business ethics, integrity and corporate governance
- Logical
- Of sound judgement
- Diplomatic
- Resilience and ability to deal with change
- Cultural sensitivity
- Work ethic

QUALIFICATIONS and EXPERIENCE:

Minimum:

- 3 year degree/ NQF level 7 qualification in procurement
- At least five 5 years procurement experience in dealing with strategic sourcing and tenders, preferably experience in practicing Public Procurement Regulations as prescribed by the National Treasury/PFMA/PPPFA and B-BBEE.
- Experience in IT procurement will be an advantage

Knowledge

- Sound knowledge of procurement/ accounting procedures
- Good knowledge of regulations guiding procurement, incl. PFMA, BBBEE and Treasury regulations

Skills and Competencies

Technical Skills

- Good communication and interpersonal
- Ability to interact at all levels
- Excellent negotiation skills
- Good analytical skills
- Strong numeric skills
- MS Office Suite
- Report writing

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Behavioral skills

- Good problem solving and negotiating skills
- Good written and verbal communication skills
- Basic project management skills
- Basic research and investigations skills.
- Good level presentation skills.

Attributes/values

- Self-motivated and deadline driven
- Team player
- Honesty and Integrity
- Maintain confidentiality
- Ability to work under pressure
- Attention to detail

Demographics

A South African citizen of any gender, preference will be given to an EE candidate

Location of the role

The role will be located in Illovo, Johannesburg

CLOSING DATE: 10 June 2019
CONTACT PERSON: careers@sasria.co.za