



Position Title:

Strategic Sourcing Specialist x2

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 Risk 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

Provide Procurement/ Supply Chain Management services ensuring compliance with legislative and regulatory framework.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

1. Business Partnering

- Provide specialist knowledge and educate business units regarding standard procurement policies.
- Communicate effectively with employees at all levels in the organisation, 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.

2. Demand Management

- Conduct spend analysis on Sasria's procurement.
- Conduct market analysis to ensure knowledge of all key players/ suppliers and commodities in different industries.
- Develop effective sourcing strategies at category and commodity levels.

3. Tender/Bid and Request for Quotation Process Management

- Review and analyse requirements specifications and evaluation criteria as submitted by clients.
- Compile and issue tender documents.
- Oversee the receipt of Quotations/ Proposals from bidders.



- Confirm that all service providers comply with all procurement legislation including Treasury Regulations, the PFMA, and BBBEE regulations and National Treasury regulations and requirements.
- Facilitate evaluation processes e.g. appointment of BEC, scheduling of evaluation meetings, keep record of meetings, consolidation of scorecards etc.
- Compile comprehensive and detailed Bid Adjudication Committee submissions or reports.
- Confirm that all service providers comply with all procurement legislation including Treasury Regulations, the PFMA, and BBBEE regulations and National Treasury regulations and requirements.
- Conduct comprehensive vetting of suppliers before recommendation and/ or award.
- Prepare regret/ award letters.
- Ensure that the process is aligned to Sasria policies and all relevant regulations/ legislation.

4. Negotiate Contracts

- Responsible for negotiating contracts with suppliers.
- Negotiate pricing, quantity, and delivery schedules.
- Negotiate changes in existing contracts.
- Promote and maintain supplier/s database capable of meeting quality, cost, timing and technological expectations.

5. Draft Contracts

- Draft detailed contracts to be reviewed by both Sasria and the supplier.
- Work in conjunction with legal officer to include all the details of the negotiation.
- Once the contract is complete, submit necessary paperwork and communicating contact deals to all parties.

6. Drive B-BBEE

- Assist in driving Enterprise & Supplier Development and B-BBEE suppliers and implement strategies to meet defined B-BBEE objectives.
- Support local commodity strategies.
- Developing and implementing strategies to drive preferential procurement



7. Ad hoc duties

- Perform any reasonable task as and when required by the Line Manager

QUALIFICATIONS:

- 3-year degree/ NQF level 7 qualification in procurement
- At least five 5 years procurement experience, preferably with PFMA and National Treasury background

Knowledge

- Sound knowledge of procurement/ accounting procedures
- Good knowledge of regulations guiding procurement, incl. PFMA, BBBEE and Treasury regulations.
- In-depth knowledge (ins and outs) of IT commodities and solutions.
- Project procurement.

Behavioural competencies /Attributes:

- Analytical
- Detail oriented
- Assertive
- Business ethics, integrity and corporate governance
- Logical
- Diplomatic
- Work ethic

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

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.
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Attributes/values

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- 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 in Illovo, Johannesburg

CLOSING DATE: 30 August 2019

PLEASE EMAIL YOUR CV TO: careers@sasria.co.za