

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Institute for Fruit, Vine and Wine (ARC-Infruited-Nietvoorbij) seeks to appoint a highly skilled, experienced and dynamic person to the following position-at our Supply Chain Management Infruited Campus in Stellenbosch.

Position: Senior Buyer position

Position type: Contract

Period: Three (03) months period with an option to extend by one (01) month

Key Performance Areas:

- Source quotations less than 1M upon request from the end – users on a daily operation
- Updates specifications from the end-user as per SCM policies and treasury regulations prior issuing the RFQ
- Received Quotations/Response from suppliers
- Prepare quotations packs for Evaluations on quotes less than 30K in conjunction with end- user and delegate to SCM Accountant for approval
- Prepare documents, organise and coordinate meetings for Institutional Bid Evaluations Committee and Institutional Bid Adjudication Committee for quotes above 30k.
- Responsible for filling and safe guard of SCM documents
- Assist searching new suppliers as per the business requirements to be loaded on ARC database
- Assist on updating supplier information on procurement system
- Assist with internal and external audit requests
- Adherence to SCM Policies and regulations
- Assist in stores with inventory and deliveries
- Submit the commodity list to Central Office for RT/National Treasury Transversal contracts preparation.



Requirements:

- National Diploma or higher in Supply Chain Management /Procurement Management/Purchasing Management/Logistics Management/Inventory Management and or Chartered Institute of Procurement and Supply and or Finance related qualification
- Minimum of three (03) years' experience in Supply Chain Management (Demand and Acquisitions)
- Minimum of two (02) years' experience in Finance and Accounting will add as an advantage

Knowledge and Skills:

- A strong understanding of acquisitions and buying technics.
- Solid knowledge of purchasing and quotations, tender practices and procedures.
- Knowledge of an electronic procurement system.
- Knowledge of purchasing principles and relevant legislation
- Valid driver's license.
- Knowledge of quotations, tender principles and relevant legislation.
- Integrity and reliability.
- Ability to work efficiently under pressure
- Computer literacy: MS Office.

ENQUIRES: MS Z MATAYI OR MR S MQANA - TEL: (021) 809 3405/3093

CLOSING DATE FOR APPLICATIONS: THURSDAY 24 FEBRUARY 2022 @ 16H00

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.



Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mailed to **matayiz@arc.agric.za/Infruiteccv@arc.agric.za**

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

