



a world class African city

**VACANCY BULLETIN:** 004/2024 REF 028  
**DESIGNATION:** MANAGER: ACQUISITION  
**GROUP:** FINANCE  
**DEPARTMENT:** SUPPLY CHAIN MANAGEMENT  
**REPORTING TO:** SENIOR MANAGER: ACQUISITION

**Appointment Minimum Requirements:**

- National Diploma (NQF Level 6) in Supply Chain Management/ Business Management/ Finance
- 5 years' experience in Supply Chain Management.

**Added Advantage:**

- Municipal Finance Management Programme

**Primary Function**

The primary objective of this position is to be responsible for acquisition of goods and services.

**Key responsibilities**

Develop sourcing and procurement strategies for commodity and services based on the procurement plan. Manage the procurement of goods and services in line with the applicable legislation. Manage the procurement of goods and services as per the approved procurement plan. Ensure all procurement activities within SCM are as per agreed lead times. Ensure that procured materials/services comply with the minimum quality and technical standards. Collaborate with City Power's BEE department to meet City Power's BEE expenditure and meet the specific goal requirements as per PPR2022. Liaise with end user departments to ensure that contracts are renewed timeously for all commodities/services. Partner with suppliers in implementing collaborative programs and innovative strategies to optimize the total cost of ownership of all materials. Ensure that the procurement processes are compliant and internal controls are adhered to in line with City Power's SCM Policy and SCM Standard Operating Procedures. Resolve AGSA and IA findings. Prepare management reports pertaining to acquisition of goods and services. Partner with relevant stakeholders within the business. Review policies, procedures and templates used in the department.

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**CLOSING DATE: 13 September @  
17H00**

**TO APPLY EMAIL:**  
[recruitment.finance@citypower.co.za](mailto:recruitment.finance@citypower.co.za)

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**ENQUIRIES: 011 490 7343/ 7687/ 7909**

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**NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration Note:**

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability).
- If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
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## Qualifications

- Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.