

**Physical/ Postal Address:**

Ground Floor Mac Mac Building 4  
Maxwell Office Park  
Magwa Crescent  
Midrand  
2090  
Tel: +27 12 051 3400

## VACANCY

**Title** : Procurement Officer  
**Duration** : Permanent  
**Grade (Hay system)** : 13  
**Ref** : PO001/2024

The Ombud Council is a regulatory body established as a financial services body and public entity under the Financial Sector Regulation (FSR) Act No.9 of 2017. Its role is in summary to oversee the functioning of the financial sector ombud system to ensure that financial customers have access to effective alternative dispute resolution processes for complaints about financial institutions. The Ombud Council is seeking a Procurement Officer reporting to the Head of Finance.

**Purpose of the Role:**

To provide full administrative support to the supply chain function and to co-ordinate the end-to-end supply chain processes for the Ombud Council. This includes enabling the procuring of goods and services of a high quality by applying the principles of economy, efficiency and effectiveness.

**Requirements:**

Matric certificate or equivalent. Post matric qualification or Diploma in Supply Chain Management / Finance. A minimum of 1-2 year's experience in a procurement role. Understanding of the supply chain processes, Public Finance Management Act (PFMA) and Treasury Regulations

**Key Performance Areas:**

Demand Analysis, acquisition management, procurement administration and audit support.

**Other Key Competencies:**

The candidate must demonstrate the following skills and attributes:

Knowledge of how to evaluate control systems for financial, administration, program, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws. The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation. Knowledge of how to evaluate control systems for financial, administrative, program, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws. Ability to communicate derived audit assessment and recommend, establish, modify and/or implement internal controls to mitigate findings. Knowledge and ability to use computers and technology efficiently.

**Physical/ Postal Address:**

Ground Floor Mac Mac Building 4  
Maxwell Office Park  
Magwa Crescent  
Midrand  
2090  
Tel: +27 12 051 3400

**Employment Equity employer:**

The Ombud Council is an employment equity employer, and as such preference will be given to suitably qualified candidates who are members of designated groups, in accordance with the Ombud Council's EE targets.

Please note that correspondence and communication will only be conducted with short listed candidates and that the Ombud Council reserves the right not to appoint if a suitable candidate is not identified. Kindly forward your C.V to the following email address: [HR@ombudcouncil.org.za](mailto:HR@ombudcouncil.org.za) before the closing date: 10 July 2024.