



Petroleum Agency SA

South African Agency for Promotion of Petroleum Exploration and Exploitation SOC Ltd.
Registration No. 1999/015715/07

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VACANCY: PROCUREMENT OFFICER

Petroleum Agency SA is South Africa's licensing agency which promotes exploration for natural oil and gas resources, monitors exploration and production activities, archives all relevant data and maintains a national database for the upstream petroleum industry.

An opportunity has arisen for a **Procurement Officer** in the Finance Department.

Key responsibilities:

- Developing, reviewing and updating procurement policies and procedures
- Providing guidance and support to all departments with regard to purchasing and ordering procedures e.g. setting specifications, getting quotations and appointing suppliers/vendors etc.
- Establishing and maintaining a general and BEE supplier data-base using an approved criteria, and ensuring compliance with relevant legislation
- Developing and regularly reviewing all tender protocols, and co-ordinating all tender processes to ensure compliance with approved set standards
- Registering all requisitions, and creating, checking and issuing purchase orders to approved suppliers/vendors using Accpac/ FlowCentric
- Ensuring that all purchased goods are in good order and meet the set specifications
- Liaising with suppliers/vendors to ensure an effective procurement service

The successful candidate will have the following skills, knowledge, experience and qualifications:

- Diploma in Purchasing or related discipline
- At least five years related experience
- Knowledge of MS Office
- Knowledge of Accpac and FlowCentric is advantageous

Preference will be given to previously disadvantaged individuals.

Closing date for applications: Friday, 27 January 2012

Please send your CV to: **Bahaa Ebrahim**
Human Resources Department
E-mail: ebrahimb@petroleumagencyrsa.com

Directors: T Ramontja (Chairperson)

R Nkambule N Qata T Ramuedzisi *M R Xiphu (*Executive)

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