



Manager: Acquisition

Ref No. RTMC/AM/M: A/2021

Package: Negotiable

Purpose: The Manager: Acquisition will be responsible for overseeing the purchasing activities, finding, and researching prospective purchase deals, negotiating the purchase terms and contract, implementing, and finalising the purchase in line with the requirements of PFMA and related legislation and National Treasury prescripts

Requirements: •3-year National Diploma in Logistics / Supply Chain Management/Finance or Equivalent (At least at NQF Level 6) • Degree (NQF Level 7) in Logistics / Supply Chain Management/Finance or Equivalent would be advantageous • At least 7 years' experience of which 3 years must be at supervisory level.

The successful candidate must have the following attributes and competencies:

•Accountability and ethical conduct •Quality oriented •Judgment •Systems thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Live by RTMC values.

Duties: •Develop and ensure the implementation of a sourcing management plan •Develop and ensure the implementation of the travel management plan and policy •Assist with the development and implementation of the acquisition processes •Review potential or proposed acquisitions to ensure that they are a good fit for the corporation •Negotiate contract terms and purchase price in order to get the best possible deals •Assist by ensuring continued growth and profitability, by creating long term purchasing plans •Conduct market research and identify any prospective sources of supplies or services that can meet the need •Develop and oversee the implementation of the acquisition management system •Ensure progressing new acquisitions through the appropriate approval processes •Determine quantity and timing of deliveries •Manage and oversee activities and functions in the sourcing and travel sections •Ensure details are presented for each contract contemplated and discuss contract type selection •Perform cost and scenario analysis and benchmarking •Submission of monthly,

quarterly, and any other reporting requirement as and when is required •Ensure effective lines of communication between the unit and the programme managers on procurement related matters to ensure priority requirements, timely delivery of goods, works and services using the most appropriate procurement method.

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.** Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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Company Secretary: Ms S Petse
**Departmental Representative*

A handwritten signature in black ink, appearing to read "MS Msibi".