

# INSPIRING EXCELLENCE. MAKING A WORLD OF DIFFERENCE

*St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School in the Waterberg Mountains, and the Thandulwazi Maths & Science Academy on our Campus. As a College we are intent on Inspiring Excellence and Making a World of Difference.*

## Procurement Manager Finance Department

We are excited to welcome applications for a role within our Finance Department which requires passion, commitment, innovative thinking and leading-edge ability.

Your talent and positive mental attitude mean you are able to deliver on the following responsibilities:

Specific roles will include the following:

- Supporting the DHOF in implementing eProcurement system
- Maintaining a contract register across the College
- Drafting contracts for review
- Drafting Requests for proposals "RFPs" for review
- Maintain tender and contract register
- Proactively scheduling contract renewals
- Reporting monthly on Procurement process and progress
- Review and analyse supplier spend and price options
- Communication with bidders regarding tender notices
- Update tender notices on the College website
- Identify suppliers and maintain good relationships with the suppliers
- Maintain and update list of suppliers
- Perform ad hoc duties as required by the College

Key requirements for this position include:

- Willingness to work within the values, Christian ethos & mission of the College
- B. Com or equivalent tertiary qualification
- At least 5 years of relevant procurement, policy and systems
- Strong commercial & business acumen with the ability to be a self-starter
- A passion for managing, leading & motivating staff
- The ability to build & maintain positive relationships with a variety of stakeholders
- Experience in a demanding customer-centred environment
- Any staff member working within a school is required to have a sexual offender's clearance certificate before employment can commence
- Committing to work within the values, Christian ethos & mission of the College, as well as participating in the broader life of St Stithians College



The successful incumbent will be required to take up his/her post in April 2019- negotiable.

Please forward a short letter of motivation, together with your curriculum vitae, including names and telephone numbers of at least two referees.

Please address your application to: the Head of Finance, St Stithians College on email: [jobs@stithian.com](mailto:jobs@stithian.com) before the closing date of 25 January 2019.

**St Stithians College is an Equal Opportunity Employer**

*The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration.*

*Only short listed candidates will be contacted*



ST STITHIANS  
COLLEGE

[www.stithian.com](http://www.stithian.com)

