



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 near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

FINANCE DEPARTMENT - BUYER

The College invites applications for the following position which will be available immediately.

Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this role. The position reports to the Senior Finance Manager.

Responsibilities include but are not limited to:

- Achieve best value for the College through application of procurement principles
- Ensure compliance with procurement policies and procedures
- Identifying the College's purchasing needs
- Assess supplier capabilities, pricing, quality, and reliability
- Develop and maintain strong relationships with existing and potential suppliers.
- Researching, selecting, and purchasing quality products
- Negotiate contracts, terms, and conditions with suppliers to secure favourable pricing and contractual agreements. Analyse costs and pricing trends to optimize procurement strategies
- Identify cost-saving opportunities and implement cost-reduction initiatives.
- Building positive relationships with stakeholders
- Processing requisitions and monitoring status of orders
- Prepare requests for quotations and submit them to potential suppliers
- Ensure purchasing request are within the allocated budget
- Place orders and finalise orders with payment request
- Ensure all deliveries are fulfilled and follow up on back-ordered items
- Develop an accurate and efficient monitoring system for open purchase orders
- Provide procurement administration support
- Identify, onboarding and vet new suppliers
- Monitor and requesting up to date supplier documents expiring on an annual basis
- Upkeeping of active supplier database
- Training of staff on e-Procurement system
- e-Procurement system development



The requirements of the position:

- Bachelor's degree / diploma in finance or supply management or equivalent
- 3 - 5 years' buying experience
- Experience with eProcurement / purchase order software platforms will be advantageous
- Sound negotiation, influencing and financial management skills
- Commercial acumen and business understanding
- Strong math, analytical and accounting skills
- Attention to detail – thorough and accurate. Ensure all purchase orders are accurate
- Ability to work with a team and make decisions
- Intermediate/Advanced knowledge of MS Excel and excellent computer proficiency
- Excellent communication and inter-personal skills
- Ability to work under pressure and within deadlines
- Experience in a demanding customer focused environment would be an advantage
- A willingness to work within the values, Christian ethos and mission of the College and to participate in the broader life of the school
- Any staff member working within a school is required to have a sexual offender's clearance certificate

To apply please click on the following link before the closing date of **8 January 2024** <https://stithianjobs.mcidirecthire.com/>
Applications received via email will not be considered. Applications must be done via the above link only.

St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa www.stithian.com

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 applications automatically disqualifying themselves from consideration. **Only short-listed candidates will be contacted.** St Stithians College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.