



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 Procurement Specialist

The St Stithians College Finance Department welcomes applications for the above-mentioned position, which will be available 01 January 2026. The role requires passion, commitment, innovative thinking, and high levels of integrity.

Your talent and positive mental attitude mean you can deliver on the following responsibilities as Procurement Specialist: This role directly supports the Procurement Strategy by driving cost efficiency, improving supplier performance, enhancing compliance, and supporting digital transformation in procurement categories.

- Analyse spend data to identify trends and savings opportunities.
- Assist with driving the procurement policies and procedures.
- Track contract renewals, expirations, and performance clauses.
- Proactively scheduling contract renewals.
- Maintain supplier relationships and monitor performance (KPIs), create KPIs where needed.
- Streamline procurement processes for categories.
- Support implementation of procurement systems (e.g., ERP, e-sourcing tools).
- Work closely with internal departments to understand needs.
- Resolve discrepancies between orders and invoices.
- Support the Procurement Intern with supplier onboarding where required.
- Look for opportunities to automate to make the procurement process more efficient
- Support the Procurement Manager in administration part of tenders (booking of meetings, analysis etc.)
- Reporting on B-BBEE and the tracking thereof.
- Manage RFIs & RFQs from start to end.
- Drive cost savings for tactical spend.
- Provide support/training to users of procurement systems.
- Identify suppliers and maintain good relationships with the internal stakeholders & suppliers



Key requirements for this position include:

- 5+ years in a similar role
- Relevant Procurement Qualification (CIPS Level 4/5 would be advantageous)
- Strong negotiation and communication skills
- Analytical thinking and data interpretation
- Knowledge of procurement systems and ERP tools
- Strong analytical, organisational, and communication skills
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)

To apply please click on the following link before the closing date of **28 November 2025** <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

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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 shortlisted candidates will be contacted

St Stithians College is unwavering in its commitment to safeguarding and promoting the welfare of children and young people. We have a suite of robust policies and procedures, regularly reviewed and updated, to ensure a safe, secure, and positive environment where all students can thrive. If you are successful, you will be expected to adhere to and actively contribute to these safeguarding practices.

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