

Welcome to Harambee, where we're all about solving youth unemployment through partnerships. We're not your typical organisation – we're driven by integrity, results, impact, and a passion for South Africa's youth. Our work is fast-paced and exciting, thanks to partnerships with key stakeholders such as The Presidency of South Africa, Business Unity South Africa, Youth Employment Service (YES), and others who share our mission.

If you enjoy a fast pace, are change adept love diving into new tech, and thrive in a collaborative, flexible environment, then you're exactly who we're looking for. Our goal remains nothing short of changing the world! Harambee has the capability and unique opportunity to achieve its founding vision of being a catalyst for significant and enduring positive change in tackling the global challenge of this generation. We invite you to join us, and let's make a real impact together.

## HOW TO APPLY

Closing date is **28 June 2024**

Apply by sending your CV to [recruitment@harambee.co.za](mailto:recruitment@harambee.co.za) including the position you are applying for in the subject line.

By applying for this vacancy, you give consent for your CV to be reviewed for other roles and shared with the relevant persons at Harambee.

# JOB OPPORTUNITY SPECIFICATIONS

## POSITION

Procurement Specialist

## REPORTS TO

Governance, Risk and Compliance Manager

## LOCATION

Johannesburg

## ABOUT THE ROLE

The Procurement Specialist is responsible for sourcing and purchasing goods and services essential in enabling Harambee and our partners to solve youth unemployment. The ideal candidate will provide strategic and day-to-day procurement support to internal Harambee partners and external stakeholders focusing on value for money, good governance, improving outcomes, mitigating risks and building and maintaining strategic partnerships.

## JOB DESCRIPTION

- **Procurement Guidelines, Policies and Procedures:**
  - o Reviewing and updating the Harambee Procurement Guidelines and Policy ensuring alignment with funder and regulatory requirements.
  - o Development of Procurement Standard Operating Procedures (SOPs) and workflows informed by organisational context and best practice to mitigate potential third part risk.
  - o Ensuring measures are in place to identify and prevent fraudulent practices.
  - o Provides advice and guidance on matters relating to the application of procurement guidelines, policy, procedures and regulations to internal partners and external stakeholders.
- **Supplier / Vendor management**
  - o Enabling the selection of the right suppliers and partners (maximising value and minimising risk).
  - o Researching and vetting suppliers ensuring suppliers meet requirements and are aligned with Harambee system change agenda and values.
  - o Maintain positive relationships with Harambee suppliers and partners.
  - o Ensure compliance with the Harambee Procurement Guidelines and Policy.
  - o Lead the prequalification and due diligence processes for suppliers.
  - o Implement the Preferred Supplier List and conduct supplier performance appraisals/reviews.
  - o Lead the supplier performance evaluation process.
- **Request for Proposal, Quotation or Information Process Management**
  - o Develop RFP, RFQ and RFI documents and obtain necessary approvals.
  - o Lead RFP, RFQ and RFI processes.
  - o Conduct tender analysis, monitoring, and reporting for competitive cost analysis.
  - o Coordinate the implementation of tender committee recommendations and decisions (including debriefing unsuccessful bidders).
  - o Accountable for end-to-end document management and record keeping.
- **Sourcing, Selection and Spend Management**
  - o Review and act on requests from internal Harambee partners promptly.
  - o Develop the annual Procurement Plan, including analysing procurement spend to identify opportunities to unlock value, increase efficiencies and/or improve supplier/partner relationships.
  - o Vendor Negotiation focused on quality and value for money.
  - o Conduct supplier reviews ensuring procurement guidelines and policies are met.
  - o Conduct market surveys for cost-effective proposals.
  - o Prepare bid analysis reports and lead negotiations with selected bidders.
  - o Provide feedback to vendors.

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# JOB OPPORTUNITY SPECIFICATIONS

- **Risk and Compliance Management**
  - o Identification of potential risks relating to procurement practises and vendors and escalating to the relevant stakeholder and/or oversight authority.
  - o Ensure implementation of DOA and approval matrix as provided by the policy and ensuring segregation of duties.
  - o Supporting internal and external audits of the procurement processes and implement audit recommendations.
- **Procurement Training**
  - o Collaborate with the Integrated Finance Team to identify the procurement training needs.
  - o Conduct induction of new staff.
  - o Sensitisation of staff on provisions in the Procurement Guidelines, Policies, SOP's as well as Duties & Responsibilities.
- **Reporting**
  - o Assist in preparing quarterly procurement reports and ad hoc reports as needed.
  - o Track and monitor compliance with Procurement Guidelines and Principles.
  - o Track and monitor progress against annual Procurement Plan.

## MINIMUM REQUIREMENTS

- A minimum of a bachelor's degree in business administration, supply chain management, or related field from a recognised institution.
- 5 years + (relevant experience | procurement | ideally NPC).

## COMPETENCIES

- **Situational Awareness:** Understands changing situations, adopts the right attitude and takes timely actions.
- **Effective Communication:** Delivers clear and impactful communication tailored to various audiences, utilizing multiple formats and tools.
- **Business Acumen:** Understands Harambee's business and marketplace to define optimal solutions for clients.
- **Accountability** Takes responsibility for actions, decisions, and deliverables, fostering a culture of accountability.
- **Partnership Building:** Identifies and cultivates strategic relationships to drive business goals at Harambee.
- **Persuasiveness:** Utilizes appropriate interpersonal styles to gain acceptance of ideas or services.
- **Problem Analysis and Resolution:** Uses sound judgment to identify and solve problems effectively at Harambee.