



ADVERTISEMENT

Procurement Coordinator

Contract type: Permanent

Job Level: Skilled / Middle Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) is a government mandated research and science development agency established through the National Research Foundation Act (Act No. 23 of 1998). The agency supports and promotes research and human capital development through innovative grant funding and partnerships, the provision of National Research Facilities and science engagement platforms and supporting and promoting public awareness of science to the broader community, in all fields of science and technology, including natural science, engineering, social science and humanities.

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, engineering, innovation and technology in South Africa and has been appointed by the Department of Science, Technology and Innovation to be the national coordinator for Science Engagement in South Africa.

The National Research Foundation (NRF) seeks to make an appointment for the position of Procurement Coordinator who will report to the SCM Manager: SAASTA, within Research, Innovation and Impact Support and Advancement (RIISA) at the business unit SAASTA. The position will be based at SAASTA in Pretoria CBD. This is an Employment Equity position, and preferred candidates would be males: Coloured/Indian or African.

The purpose of the job is to take the coordination role with regards to Procurement management within the SCM team and its stakeholders, coordinate the Procurement process (including bid specifications and bid evaluations across a variety of disciplines and categories) and innovation best practices, fraud prevention and policy and legislative compliance. To guide and assist end users with sourcing and evaluating quotations, tenders and procurement proposals received/submitted.

Key Responsibilities:

1. Procurement Process Coordination

Coordinate the day-to-day procurement service for the division.

Responsible for the successful implementation of all tender processes according to Standard Operating Procedures (SOPs).

Responsible for the managing and control of procurement-related risks.

Coordinate and deploy procurement expenditure according to demand, procurement plans and budgets.

Work with or improve on best practice quotes and tender processes.

Support and assist line managers with the tender process from market research, specifications and selection criteria through drawing up contracts.

Assist the procurement officers to help staff to find suitable suppliers from the CSD and assist Suppliers with queries about registration on the CSD.

B-BBEE: Coordinate the supply chain to improve preferential procurement and enterprise development.

Delegate or perform Secretariat procurement functions where required (BSC and BEC appointments; coordination of BSC and BEC meetings; recording and compilation of minutes; publishing of bids; bid queries; site meetings; receiving and opening of bids.

Ensure the compilation of successful awards (SBD7).

Ensure that all contracts are completed and signed according to policies and procedures.

Negotiate contract pricing according to SOPs and in alignment with strategic objectives.

Obtain the approvals for deviations/variations from the relevant delegated authority.

Investigating and where feasible reduce the large number of small value transactions.

Assist in the preparation, monitoring, reporting and revision of consolidated divisional Annual Procurement Plan.

Coordinate procurement and other logistics activities to ensure goods, work and services are procured timely to facilitate project implementation and at the same time receiving value for money.

Ensure orders are accurately drawn with the correct specification, quantity, qualities and delivery requirements.

Review all request and purchase orders for completeness and conformance to user requirements.

Collect and interpret procurement data including cost analysis reporting, benchmarking expenditure, and return on investment.

Early identification of procurement that is innovation related and where necessary engage Corporate Procurement on appropriate procurement strategy.

2. Contract Management; Supplier Performance Management and Project Management

Assist end users with administration of contract performance and compliance in accordance with the contract deliverables.

Establish and maintain supplier relationship management including effectively managing contract enquiries, issues, disputes, variations, risks and undertake negotiations with suppliers as and when required.

Effectively plan, manage, monitor and coordinate all Procurement related projects including tenders.

3. Procurement Administration

Coordinate the purchase requisitions, ensuring purchase orders are issued on time and the goods and services are delivered.

Create the purchase orders on the ERP system

Create the purchase agreement on the ERP system for all awarded tenders and MOU as well as RFQ which require contracts.

Coordinate purchase order fulfilment reporting and report it to project managers monthly.

4. Compliance and Facilitation of Audit processes

Compile required files or data sets for audit purposes.

Put in place effective internal controls to eliminate audit findings.

Keep record of deviations as per SOPs.

Train staff on procurement procedures where required.

Develop and implement supporting procedures and processes.

Ensure all Procurement legislation, policies, processes and guidelines are being followed in line with regulations (PPPFA, B-BBEE, PFMA etc.)

Monitor and evaluate the implementation of policies, procedure and processes.

Provide guidance to staff on the interpretation of procedures and application associated with procurement.

5. Procurement Reporting

Compile monthly, quarterly and annual procurement plan reports in line with quality and time standards.

Conduct reporting on the Contract register and submit such reports to project managers on monthly basis.

Reporting on deviation and variation report on monthly basis to Procurement Corporate.

Conduct reporting on transversal contracts to Procurement Corporate Quarterly.

Conduct reporting on month end and year end reporting on the ERP system on a monthly basis.

6. Supervision

Supervision of the procurement officers in the following areas:

Verification of Quotations

Verification of BSC and BEC minutes

Verification of contracts listed in the contract register

Verification of Purchase agreements created on D365 and release of Purchasing Orders

Key Requirements:

Qualification:

Graduate Degree in Supply Chain Management or Public Procurement. NQF 7

CIPS membership will be advantageous.

Valid driver's license.

Experience:

- * Minimum of 5 years progressive work experience in a public procurement environment (Preferably public entities) fulfilling procurement roles including Procurement compliance, Disposal of assets, Contract management, procurement and ordering process and supplier management.
- * Experience in advising and assisting requesting areas in purchasing procedures.

- * Supervision experience.

Knowledge:

- * Ability to establish reliable sources to supply goods and services.
- * Experienced in receiving and recording of invoices from vendors.
- * Ability to initiate processes and see them through till the end.
- * Sound knowledge of National Treasury Regulations, PPPFA regulations, CIDB and the PFMA.
- * Knowledge in Total Cost of Ownership Analysis.
- * Knowledge of conducting market research

Additional Notes:

- * Professionalism, integrity, reliability independent, forward thinking and proactive champion of best practices procurement and next level transformation
- * Strong time management skills to deliver results to tight deadlines and conflicting priorities.
- * Contract management and purchasing coordination skills.
- * Procurement Reporting skills (including contract reporting and purchasing coordination).
- * Excellent team management, communication (verbal and written).
- * Excellent administration skills.
- * Computer literacy in MS Office packages as well as internet usage, and skills or demonstrable aptitude in ERP systems.
- * Problem solving skills.
- * Stakeholder management skills.

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 12 June 2026

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only