


<b>The Glen High School Pretoria East</b>	
<b>Procurement Officer/Cashier vacancy</b>	



The Glen High School's School Governing Body (SGB) invites applications for the following position:

**Procurement Officer/ Cashier**

**Key Responsibilities:**

**Supplier Management:**

- Identify and research potential suppliers
- Evaluate supplier performance based on quality, price, delivery time, and reliability
- Develop and maintain strong relationships with key vendors
- Negotiate contract terms and pricing with suppliers

**Procurement Process:**

- Review and analyze purchase requisitions from internal departments
- Create and issue purchase orders
- Monitor order status and delivery timelines
- Resolve supplier issues and disputes

**Cost Optimization:**

- Analyze market trends and identify cost-saving opportunities
- Implement cost-effective procurement strategies
- Conduct price comparisons and negotiate better pricing with suppliers

**Compliance and Reporting:**

- Ensure compliance with company procurement policies and regulations
- Maintain accurate procurement records and documentation
- Generate reports on procurement activities and cost analysis
- BBEE and SARS compliance.

**Cashier Responsibilities:**

- Safeguard and manage all financial transactions.
- Process payments via card machines and update cashbook.
- Administer petrol claims and manage Pretorium Trust Cards for school purchases.
- Verify payments for excursions and update the General Ledger.

**General Responsibilities:**

- Safeguard monetary assets and documents.
- File and organize relevant documents.
- Liaise with external auditors.
  
- Work with facilities manager and the IT department for maintenance-related requests.
  
- Update the asset register in collaboration with the financial administrator.

**Required Skills:**

- **Strong Negotiation Skills:** Ability to negotiate favourable terms and pricing with suppliers
- **Analytical Skills:** Analyze data to identify cost-saving opportunities and make informed procurement decisions
- **Relationship Building:** Establish and maintain positive relationships with suppliers
- **Market Knowledge:** Understanding of market trends and supplier landscape

- Contract Management: Expertise in reviewing and interpreting contract terms
- Communication Skills: Effective communication with internal stakeholders and suppliers
- Proficiency in Microsoft Office and financial management software (Pastel experience is a plus).
- Strong numerical, organizational, and communication skills.
- Knowledge of public sector procurement regulations is beneficial.
- Ability to maintain confidentiality and uphold the school's values.

**Desired Qualifications:**

- Diploma in Business Administration, Supply Chain Management, or related field
- Relevant procurement certification (e.g., CIPS)
- Experience in procurement operations
- Proficiency in procurement software and ERP systems

**Salary:** R292.000 per annum

**Application Instructions:**

1. Complete the attached application form and cover letter.
2. Submit your CV, qualifications, matric certificate, and any relevant diplomas/certificates (certified within the last six months).
3. Submit your application to the receptionist at The Glen High School or email it to: [hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za).

**Closing Date:**

**14 March 2025, at 08:00.** Late applications will not be considered.

**Please Note:**

- If you have not received any correspondence by **2 April 2025**, please consider your application unsuccessful.
- The Board of Governors of The Glen High School reserves the right not to make an appointment. Submission of an application does not guarantee an interview or appointment.

For inquiries, please contact Ms. P. Kgoelenya at [hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za) or 012 348 862.