

POWER TRANSFORMERS

Job Title: Procurement Manager	Paterson Grade Level:
Department/Division: APTW & APTP Procurement	Reporting Line: Finance Manager
Direct Reports: 5	Closing Date: 07 August 2026

Job Purpose

To lead and manage the Procurement Department by ensuring the timely, cost-effective and quality procurement of all materials, technical components and services required for production and business operations. The incumbent is responsible for developing procurement strategies, negotiating contracts, managing supplier relationships, ensuring compliance with company policies and legislation, reducing procurement costs, mitigating supply chain risks, and supporting uninterrupted production while contributing to the company's strategic and B-BBEE objectives.

Authority Levels

The Procurement Manager has delegated authority to:

Procurement Authority

- Lead and manage all procurement activities within the department.
- Approve supplier selection within delegated authority.
- Negotiate pricing, commercial terms and contractual agreements with suppliers.
- Evaluate supplier performance and approve supplier development initiatives.
- Decide where purchase orders should be placed based on cost, quality, delivery, risk and supplier capability.
- Approve procurement recommendations within delegated financial limits.
- Authorise purchase requisitions and purchase orders in accordance with the Delegation of Authority.

Operational Authority

- Prioritise procurement activities to support production schedules.
- Allocate work within the Procurement Department.
- Resolve supplier performance issues.
- Escalate procurement risks affecting production.
- Approve procurement process improvements.

Leadership Authority

- Direct, coach and mentor Buyers.
- Conduct performance management of direct reports.
- Recommend recruitment, promotion, training and disciplinary actions for Procurement employees.
- Drive continuous improvement initiatives within Procurement.

Key Responsibilities

Procurement Strategy

- Develop and implement procurement strategies aligned to business objectives.
- Establish sourcing strategies that optimise cost, quality and supplier performance.
- Drive continuous improvement initiatives within procurement.
- Identify procurement opportunities that improve operational efficiency.

Procurement Operations

- Manage the end-to-end procurement process.
- Source materials, equipment and services.
- Manage tendering processes where applicable.
- Evaluate quotations and suppliers.
- Issue and approve purchase orders.
- Ensure procurement activities support production schedules.
- Manage procurement budgets and expenditure.

Supplier Management

- Build and maintain strategic supplier relationships.
- Conduct supplier evaluations and audits.
- Negotiate pricing, payment terms, delivery schedules, SLAs and contracts.
- Monitor supplier performance using agreed KPIs.
- Develop alternative suppliers to reduce supply risks.
- Partner with suppliers to improve delivery performance.

Financial & Commercial Management

- Identify cost-saving opportunities.
- Analyse procurement spends.
- Control direct and indirect procurement expenditure.
- Support annual budgeting.
- Report monthly procurement savings.
- Support B-BBEE procurement reporting.

Stakeholder Management

- Work closely with Production, Sales, Engineering, Finance and Quality.
- Ensure procurement specifications are clearly defined.
- Provide procurement reports to management.
- Forecast purchasing requirements with internal customers.

Compliance & Governance

- Ensure compliance with company procurement policies.
- Ensure compliance with applicable legislation.
- Maintain procurement records.

- Conduct market research.
- Manage procurement risks.
- Support ISO 9001 and other management systems.

Human Capital Management

- Lead and manage the Procurement team.
- Mentor and develop Buyers.
- Allocate work and monitor productivity.
- Conduct performance reviews.
- Support succession planning.

Quality, Health, Safety & Environment

- Ensure Procurement complies with ISO requirements.
- Support Occupational Health and Safety requirements.
- Promote continuous improvement and ethical procurement practices.

Minimum Qualifications



- Bachelor's Degree in Supply Chain Management, Procurement, Commerce or Business Management.
- CIPS qualification (advantageous).
- Postgraduate qualification (advantageous).

Experience

- Minimum five (5) years Procurement or Supply Chain experience.
- At least two (2) years in a management/supervisory role.
- Manufacturing environment experience.
- Strategic sourcing experience.
- Contract negotiation experience.
- Supplier relationship management experience.
- ERP experience (Syspro preferred).
- Advanced Microsoft Excel.

Knowledge and Skills

- Strategic sourcing
- Procurement best practices
- Contract management
- Commercial and financial acumen
- Negotiation
- Supplier development
- Inventory management
- Risk management
- Procurement analytics
- Advanced Excel
- ERP systems
- Report writing

- Planning and organising
 - Leadership
 - Problem solving
 - Decision making
 - Communication
 - Influencing skills
-

Key Competencies

- Strategic Thinking
 - Leadership
 - Accountability
 - Results Orientation
 - Customer Focus
 - Continuous Improvement
 - Relationship Management
 - Ethical Decision Making
 - Risk Management
 - Attention to Detail
-