

EXTERNAL ADVERTISEMENT

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

<i>REFERENCE</i>	<i>POSITION</i>	<i>No. of VACANCIES AVAILABLE</i>
20000067	Supply Chain Management Officer	ONE (1) ONLY P10 R393 753 CTC

REPORTS TO: Senior Supply Chain Officer

Purpose: To procure goods and services as per the SCM policy guidelines, Preferential Procurement Policy Framework Act (PPPFA) & Financial Management of GPL Act (FAMLA).

Responsibilities:

Procurement of Goods and Services

- Supporting Documents where necessary as per the SCM policy
- Requests for Quotes (RFQ's)
- Quote/s as per SCM policy, process and procedure
- Created Purchase Orders
- Comparative schedule prepared per requisition
- Completed Purchase Order
- Fax Receipts, sent emails
- Completed Goods Receipt Register

Procurement Administration

- Completed Tender document checklist
- Completed Tender packs
- Updated Filing System
- Filed Delivery notes
- Follow up, i.e. fax, email, letters, telephone
- Resolved Queries
- Procurement Tracker

Stakeholder Relations

- External/internal Clients Liaison
- GPL Stakeholder Survey
- Customer Service Assessment

Risk Management

- Telephone usage in line with Telephone policy and SCM requirements
- Adherence to Asset Management Policy
- Turnaround times as per SCM Standards

Competencies

- Analytical
- Attention to detail
- Planning and Organizing
- Goal Oriented
- Assertiveness
- Teamwork
- Good customer service

Knowledge and skills

- SAP Procedure
- SCM Policy, Processes and Procedures and standards
- Preferential Procurement Policy Framework Act
- Audit requirements
- FAMILA and regulations
- Asset Policies
- SCM code of conduct
- GPL Business
- Basic Financial Management
- Broad Based Black Economic Empowerment
- Data verification
- Communication skills
- Data Processing
- Computer literacy
- Negotiation skills
- Record Keeping skills
- Stakeholder Relations
- Query Resolution skills

Qualification and Experience:

- National Diploma in Purchasing Management or Supply Chain Management or an equivalent qualification.
- Two years working experience in procurement environment.
- Experience and knowledge of SAP, Materials Management

Closing date for applications: 17 May 2018

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post will be subjected to security vetting and screening by State Security Agency, and appointment to the post will be determined by positive results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

TO APPLY FOR THIS POSITION, SUBMIT YOUR CV TO Hrrecruitment1@gpl.gov.za WITH YOUR CERTIFIED SUPPORTING DOCUMENTS (i.e. ID, certified Copy of qualifications with at least two contactable references)

ALWAYS QUOTE THE POSITION REFERENCE NUMBER ON THE SUBJECT LINE – APPLICATIONS WITHOUT A POSITION REFERENCE NUMBER WILL NOT BE CONSIDERED