



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE - SCM 15 March 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SCM: 15/2021	ADMINISTRATOR SUPPLY CHAIN MANAGEMENT  ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM)  R284 338.00 – R398 073.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator: Supply Chain Management**; the primary role of the position is to provide effective and efficient administrative support in the procurement of goods and services within MICT SETA.

The successful incumbent will be based at the Midrand Office and report to the **Manager: Supply Chain Management**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

#### MINIMUM REQUIREMENTS:

- A National Diploma in Procurement, Supply Chain Management, Logistics, Procurement or equivalent
- At least 2 years' experience in supply chain administration
- Knowledge and understanding of the PFMA, Treasury Regulations and Guidelines
- Knowledge and understanding of the SCM Regulations, Practice Notes, Circulars, Policy Frameworks
- Knowledge and understanding of the Preferential Procurement Policy Framework Act and its associated regulations
- Good working knowledge of the Broad Based Black Economic Empowerment Act, 53 of 2003
- ERP system: SAGE

#### TECHNICAL COMPETENCIES

- Excellent MS Office skills
- Risk management
- Contract management
- Good negotiation skills
- Effective written and verbal communication skills

## BEHAVIORAL COMPETENCIES

- Communication skills
- Analytical, quality and service focused
- Team work and collaboration
- Good interpersonal skills

## ROLES AND RESPONSIBILITIES

### Supply Chain Management Administration

- Supplier Database Administration
- Maintains reliable and accurate supplier information on the supplier database by populating and updating information.
- Checks that suppliers have the correct documentation for compliance with legislation and MICT SETA policies.
- Liaise with suppliers in relation to outstanding documentation.
- Manage the entire asset lifecycle and coordination of asset management procedures / process input sessions with relevant divisions.
- Develop assets needs assessments, acquisition management, operational and disposal plans.
- Provide procurement administrative support in accordance with policies and procedures.

### Assisting with the procurement of goods and services

- Sourcing of quotations from suppliers in accordance with MICT SETA procurement policy and applicable legislation.
- Assessing sourced quotations from service providers/ suppliers.
- Place orders with preferred suppliers.
- Administer purchase order process flow.
- Record/ file management.
- Monitor suppliers to assess and validate timelines of delivery in accordance with purchase order and contractual requirements.
- Tracks the order, checks goods on delivery and distributes to the End User.
- Responds to enquiries about order status and changes or cancellations.
- Ensures orders are filled correctly and specifications are accurate.
- Receive invoice, generate purchase requisition and verify suppliers banking details prior payment process.
- Procures goods and services within the allocated timeframe.
- Contracts administration.
- Prepares files for tender meetings.
- Checks with National Treasury whether service providers bidding are black listed.
- Takes minutes at tender committees.
- Retrieve tender documents from the tender box and screen bid documents received.

### Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **29 March 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



**White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**