



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE - SCM 15 March 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SCM: 14/2021	SOURCING SPECIALIST ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R488 841.00 – R782 190.00	1

MICT SETA seeks to employ a suitably qualified and competent **Sourcing Specialist**; the primary role of the position is to coordinate the procurement requirements of MICT SETA. The incumbent will oversee the Supply Chain Management process applying best practices.

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 Bachelor's degree in Procurement, Supply Chain Management, Logistics, Procurement or equivalent
- At least 5 years' experience in procurement or strategic sourcing
- Must have public sector tendering experience
- Valid CIPS accreditation will be an added advantage
- Good 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
- Contract administration

TECHNICAL COMPETENCIES

- Excellent MS Office skills
- Policy interpretation
- Risk management

- Contract management
- People management
- Excellent report writing
- Good negotiation skills
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- Decision making and problem solving
- Communication skills
- Analytical, quality and service Focused
- Team work and collaboration
- Good interpersonal and conflict management skills

ROLES AND RESPONSIBILITIES

Contract Management

- Communicate SLAs and contracts negotiations with suppliers.
- Review supplier contracts against contract agreement.
- Prepare and administer correspondence and contract documentation throughout the life cycle of a contract, including termination and SLA/contract closeout activities.
- Advise the organisation on contracting options, terms and conditions to ensure optimal procurement contractual terms for the MICT SETA.
- Negotiate SLAs and contracts with suppliers on behalf of the organisation and drive SLA/contract development processes in coordination with the stakeholders.
- Report on contract administration efficiency and end-user SLA's/contracts
- Create and maintain an up to date detailed contract information, terms and conditions as well as warning flags indicating upcoming SLA/contract renewal or termination.

Procurement

- Rendering of effective and efficient tender management process and administration support.
- Participate in the Bid specification committee to assist in compiling the Bid specification.
- Review tender specifications for compliance with the SCM policies and procedures.
- Develop tender documents in preparation for tender advertisements in line with SCM prescripts.
- Review tender documents in line with SCM policies, PFMA and Treasury regulations prior advertisement.
- Ensure accurate and effective filing of the tender documents.
- Responsible for effective and efficient coordination of the Bid Evaluation Committee to ensure process accountability in adherence to SCM policies and procedures.
- Responsible for effective and efficient Facilitation, coordination and administration support of the Bid Adjudication Committee (BAC).
- Responsible for effective and efficient management of the Request for Quotation processes.
- Oversee, coordinate and manage the process of drafting specifications/terms of reference and conditions.
- Implement sourcing plans to assure orders meet specified quality and delivery times and minimise the total cost of purchases.
- Provide informed inputs to MICT SETA on the number of suppliers/contracts, expiry dates as well as market analysis on products and suppliers as part of strategic sourcing and procurement function.
- Ensure compliance with all procurement legislation, regulations and practice notes.

Supplier Management

- Continuously communicate with suppliers and ensure that supplier documents are kept relevant and up to date.
- Manage and enhance the current supplier management processes where required and track compliance with the relevant regulations.
- Manage relations with suppliers and internal customers.
- Negotiate with relevant suppliers to meet quality, delivery and cost objectives.

Stakeholder Relations

- Build and maintain strong and sustainable relationships with all stakeholders through interactions, consultations and communication.
- Gather and disseminate accurate and timely information to all relevant stakeholders.
- Participate in the various communications Forums, meetings, etc.
- Respond to requests for relevant information, quotations, proposals, and bidding processes to meet stakeholder needs.
- Contribute to improving business objectives and relationships with external suppliers and stakeholders.

Financial Management

- Ensure effective and efficient use of Funds and monitor financial resources.
- Apply cost-effectiveness principles in planning and delivery to contribute to the achievement of divisional financial targets and own cost reduction targets.

Team Supervision

- Champion the skills development and transfer within the business unit.

Reporting

- Produce progress and information reports according to requirements and timelines.
- Produce reports on procurement developments and implementation.
- Produce reports on expenditure against existing SLA's/contracts.

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) 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.