



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: SCM		
25 October 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SCM: 37/2021	OFFICER: SUPPLY CHAIN MANAGEMENT ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R331 165.00 – R496 747.00	1

MICT SETA seeks to employ a suitably qualified and competent **Officer: 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 or Degree in Supply Chain Management / Procurement / Logistics / Public Administration or equivalent
- At least 3 years' working experience in Supply Chain Management, experience in the public sector will be an added advantage
- 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.

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

Procurement of Goods and Services

- Receive an authorised purchase requisition with the relevant budget attached.
- Select the suitable supplier from the quotations received.
- Place a request for quotation from the identified suppliers on the database on a rotational basis.
- Request quotations and submits to End User to select the most suitable supplier.
- In cases of suppliers not being on database / capacity to provide resource required sources relevant supplier.
- Create a purchase order to confirm agreement for the services and/or goods to be procured.
- Notify the supplier that they have been selected and liaise with the supplier to determine the timeframe for delivery of the goods or services.
- Assist the SCM Manager in developing the demand management and procurement plans.
- Ensure that goods / services requested by End User is catered for in the plan.
- If not, escalates the SCM Manager.
- Follow up on all outstanding deliveries and unfulfilled orders.
- Communicate the status of the orders with the End User.
- Adhere to applicable policies, procedures and legislation in the procuring of goods and services.
- Procure goods and services within the allocated time frame.

Monitoring of Delivery

- Monitor the delivery of goods and/or services and follows up with the suppliers.
- Assist in resolving any issues that may arise in relation to goods and services to be delivered and provide resolutions in collaboration with both parties.
- Verify the correct goods have been delivered as per the Unit initial request.
- Receive the invoice following delivery and submits to Finance for payment with the supporting documentation.
- Follow up with Finance to ensure that payment is effected in order to close request.
- Obtain authorisation from End User and ensures all documentation in relation to procurement process before submission to Finance.

Tender Administration

- Collate specifications of the tender from the User Department and/or bid specification committee.
- Assist with the compiling of the bid documents in line with the relevant legislation and bid specification committee.
- Advertise the tender in accordance with the relevant legislation.
- Attend to queries on the tender and escalates technical queries to the relevant Unit.
- Schedule and facilitate Tender Committees.
- Ensure compliance with tender process.

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **08 November 2021**. Queries may be directed to 011-207-2600.

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.