



<b>INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: SUPPLY CHAIN MANAGEMENT</b>		
<b>15 May 2024</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION:  PERMANENT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>SCM: 17/2024</b>	<b>SCM ADMINISTRATOR  ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM  R 331 034.00 – R 447 780.00</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent SCM Administrator, to provide administrative support to the Supply Chain Management unit to ensure the effective and efficient running of the business unit, provide superior client service and to support the MICT SETA in the execution of the overall strategy.

The successful incumbents will be based at Midrand Head office and will report to the **Manager: Supply Chain Management**.

#### **MINIMUM REQUIREMENTS:**

- Matric/Grade 12
- Diploma or Degree in Finance/Accounting (NQF Level 6) or any related
- 2-3 years' relevant experience in Supply Chain Management Administration
- MS Office
- Knowledge of the PFMA
- Knowledge of Treasury Regulations
- Thorough grasp of the Public Sector environment
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- May be required to travel when required

#### **ROLES AND RESPONSIBILITIES**

##### **Supply Chain Administration**

- Provides suppliers with Supplier Application forms and loads completed forms onto system.
- Allocates services that the supplier provides in the Supplier database.
- Checks that suppliers have the correct documentation for compliance with legislation and MICT SETA policies.
- Confirms the supplier is registered with MICT SETA as per the application form.
- Liaises with supplier in relation to outstanding documentation.
- Provides the supplier with a vendor number.
- Files the supplier forms.

- Attends to procurement queries from regional or satellite offices.
- Maintains reliable and accurate supplier information on the Supplier database by populating and updating the information.
- Produces reports on the Supplier Database to indicate the number of suppliers and BEE status of suppliers.

Provides procurement administrative support in accordance with policies and procedures.

### **Tender Administration**

- Receives requests for quotations, identifies three suppliers and places requests for quotations to the suppliers.
- Creates a purchase order for the identified quotation and submits for authorisation.
- Notifies the supplier that they have been selected and liaises with the supplier to determine the timeframe for delivery of the goods or services.
- Sends the purchase order through to the supplier.
- 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.
- Procures goods and services in accordance with the procurement policy and applicable legislation.
- Procures goods and services within the allocated time frame.
- Files contracts according to the contract register
- Prepares files for tender meetings.
- Checks with National Treasury whether service providers bidding are black listed.
- Takes minutes at tender committees.
- Takes tender box to office and screens bid documentation according to the bid specifications.

### **Risk & Compliance**

- Process all documentation according to MICT SETA policies and procedures as well as document control principles, within specified set time frames to ensure compliance.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- To comply with all policies, procedures, legal and regulatory requirements.

### **Customer & Client Services**

- Liaises with supplier in relation to outstanding documentation.
- Attends to procurement queries from regional or satellite offices.
- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customer to ensure solution meets request.

### **General Administration**

- Respond to routine queries and escalate higher-level requests to the relevant staff in the business unit as required.

- Prepare non-routine and routine correspondence and proofread relevant documents before circulation.
- Assist in the effective and efficient management of document flows and the retrieving and archiving of information in a confidential manner.
- Assist in the preparation of the relevant reports for review and submission by SCM Manager.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.
- Assist in the coordination and verification of relevant invoices and supporting documents from the business units.
- Perform other administrative functions as directed by the Manager.

#### **SYSTEM SKILLS:**

- Microsoft Office Suite
- Financial Systems

#### **VALUES**

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

#### **BEHAVIOURAL ATTRIBUTES**

- Ability to work under pressure
- Problem solving
- Deadline driven
- Attention to detail
- Proactive/Initiative
- Team Player
- Focused on results
- Initiative & Responsibility

#### **FUNCTIONAL COMPETENCIES**

- Supply Chain Management
- Administrative
- Customer Liaison and Relations
- Communication (verbal and written)
- Data Management
- Time Management

**Application:**

Please click the link to apply <https://forms.office.com/r/5qpuXQzQYg> by no later than **19 May 2024**. Queries may be directed to 011-207-2649. Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that 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.**

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)