

**INTERNAL / EXTERNAL ADVERTISEMENT
DIVISION: SUPPLY CHAIN MANAGEMENT
03 December 2024**

REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SCM: 34/2024	ASSETS AND CONTRACT MANAGEMENT SPECIALIST ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R575 918.00 – R803 551.00	1

MICT SETA seeks to employ a suitably qualified and competent Assets and Contract Management Specialist who will be responsible to coordinate demand for goods/services, assets and contracts administration and ensure compliance with regulations within the supply chain management department through facilitation and monitoring of the procurement plan, coordinating the development of specifications, maintenance of contract register, facilitate the asset disposal process in compliance with all relevant legislative framework.

MINIMUM REQUIREMENTS

- Minimum of a bachelor's degree in supply chain management/Procurement/Logistics/ Purchasing (NQF 7) or equivalent.
- Valid CIPS accreditation will be an added advantage.
- Minimum of 3- 5 years' experience in procurement or sourcing processes.
- Minimum of 3- 5 years' experience in Contract Management.
- Minimum of 3- 5 years' experience in Asset Management.
- Must be confident in handling multiple contractual agreements.
- Sound knowledge contract law or risk management.
- 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.
- ERP system
- Other requirements: Updating detailed schedules including annual assets additions and disposals.

ROLES AND RESPONSIBILITIES

Strategic Planning

- Assist in the planning of the demand for goods/ services in terms of SCM regulations.
- provide comparative price analysis based on previous data and total cost of ownership analysis for new contracts.
- Keep abreast of changes in legislations.

Asset Management

- Assist in maintenance of the asset administration system as per PFMA, policies and procedures.
- Assist in maintaining asset registers, including acquisitions, maintenance management, transfers, valuations and safeguard assets.
- Conduct asset verification, investigate, Resolve assets discrepancies and report on variances.
- Report on asset management information as required to internal and external stakeholders.
- Compile asset disposal reports and request for approval
- Ensure that assets have identification tags.
- Maintain record keeping of capturing transferred, donated and or disposed assets for accurate reporting.
- Support bid specification committees on ad hoc basis
- Adherence to the PFMA requirements on all asset management aspects.

Contracts Management

- Engage and Support contract managers across multiple projects.
- Facilitate engagement between supplier and end users on contract matters
- Conduct compliance checking of contracts and record contracts on the contracts register to ensure compliance with the SCM policy,
- Maintain and update the contract register
- Facilitates contract amendment and ensure that changes to the contract are agreed and implemented by both parties
- Notify and assist end user about contracts termination, renewal, extensions, and variations where required
- Monitor contracts spending against service level agreement.
- Facilitate drafting of contracts as required for approval and signing between the MICT SETA and service providers milestones.

- Ensure that contracts are in compliance with Public Finance Management Act and other MICT SETA requirements and risk protocols
- Provide Supplier performance history and contracts close-out report.

Stakeholder Management and Relations

- Ensure that all vendor and contract queries, are resolved or escalated accordingly.
- Build and maintain sustainable stakeholders relationships through interactions, consultations and communication.
- Negotiate with relevant suppliers to meet.
- quality, delivery and cost objectives.
- Provide advocacy on tender and contracts management related matters to relevant stakeholders.

Risk and Compliance

- Produce progress and information reports according to requirements and timelines.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Ensure implementation of risk remedial actions.
- Manage the filing, storage and security of documents.

Financial Management

- Facilitating of negotiations process with potential service provider
- Ensure the SCM system is cost effective and implement process to mitigate a potential fruitless wasteful, irregular and unauthorised expenditure.
- Perform miscellaneous job-related duties as assigned
- Monitor expenditure as per SLA

VALUES:

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

FUNCTIONAL:



- Asset Management
- Contract Management
- Excellent Communication (verbal, written and presentation)
- Report Writing
- Financial Acumen
- Facilitation
- Negotiation
- Time Management
- Organising and Planning
- Presentation Skills
- Risk Management
- Data Analysis and Reporting

BEHAVIOURAL:

- Ability to work under pressure
- Analytical and problem solving
- Deadline driven
- Attention to detail
- Interpersonal relations
- Integrity and Ethics
- Proactive/Initiative
- Team Leadership
- Networking and Influencing skills
- Listening Skills
- Focused on results
- Initiative & Responsibility
- Work well under pressure

Application:

Please click the link to apply <https://forms.office.com/r/PLSv2U7f4g> by no later than **12 December 2024**.

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 living with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.



MICTSETA | Media, Information And
Communication Technologies
Sector Education And Training Authority
SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

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/>)