

EXTERNAL ADVERTISEMENT

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
50005175	Senior Supply Chain Management Officer	ONE (1) ONLY P08 R682 177.00 CTC

REPORTS TO: Procurement Manager

Purpose: To manage the procurement function (i.e. that goods and services are procured efficiently, effectively and economically as per the SCM policy, procedures, PPPFA, FAMPLA and regulations) and to assist the Procurement Manager in the preparation of purchasing policies and managing of the unit.

Responsibilities:

Finance and Risk Management

- Adhere to all Legislative Framework governing SCM operations
- Contribute towards the achievement of Unqualified Audit Reports
- Enhance operational effectiveness and improved turn-around times by providing effective and efficient guidance to all the offices
- Lead purchasing team to develop and implement alternate strategic sourcing methods in order to achieve improved cost, delivery, and cash flow, including effective use of the purchasing system.
- Contribute to the Budget planning process
- Ensure financial delegations of authority is implemented in line with FAMPLA and GPL Delegations of Authority
- Responsible for Reconciliation of expenditures as per annual business plans
- Adhere to turnaround time as per SCM standards

Quality Assurance of Procurement Function

- Propose enhancement/review of SCM Policy and procedure and ensure the same is implemented.
- Responsible for the implementation of quarterly and annual operational Plans.
- Ensure that requisitions are allocated to buyers
- Ensure that Requests for Quotes (RFQ's) are checked as per SCM Standards
- Manage all logistical arrangements ensuring proper quality control, specification compliance, monitoring and verification of deliveries
- Prepare regular reports on the status of the overall procurement process

- Quote/s as per SCM policy, process and procedure
- Ensure Purchase Orders (Supplier and GRN) are verified and approved
- Ensure Comparative schedule is verified and approved per requisition
- Ensure that Cost Centres and GL Accounts are updated
- Query Resolutions
- Expediting List
- Ensure that Goods Receipt Register is verified
- Ensure GIIR is cleared

Tender Management

- Ensure that Tender documents checklists are completed and verified
- Ensure Tender packs are completed and verified
- Ensure the Terms of Reference ToR/ Specification is approved
- Ensure advert is developed, submitted and Published on time.
- Prepare Tender documents and Commercial Issue Documents
- Tender Collection Register
- Ensure the attendance Bid Register is completed and briefing session Declaration is signed
- Ensure Pre-Selection Document per Bidder is completed
- Ensure evaluation score sheet is completed, and Evaluation Scores are captured
- Responsible for presentation and submission of the Bid Recommendation

Contract Management

Responsible for the following in relation to contract management:

- Contract Management Register
- Verified price changes
- Contract Payment

Reporting

Responsible for the development, review and submission of the following:

- Monthly SCM Reports, (includes Travel, Requisitions, Purchases, Tenders, Contracts, BEE, GEYODI, Catering, Ex Post Facto)
- Treasury Report
- Expediting Report
- Requisition and Purchase Management Report
- Unreleased Requisition Report

Stakeholder Relations

- Provide training and support to internal and external stakeholders
- Stakeholder Education and engagements

People Management

- Ensure Balance Score Cards with staff are signed off.
- Agreed and implemented Skills development plans of the unit
- Ensure that Annual and Quarterly Integrated Performance Management reviews of staff is conducted

- Coaching and mentoring implementation plans and reports
- Positive Employee Satisfaction survey results
- Employee relations and wellness programme reports where applicable
- Manage staff leave in line with GPL Leave Policy

Competencies

- Analytical
- Decision making
- Confidentiality
- Problem solving
- Attention to detail
- Planning and Organizing
- Goal Oriented
- Assertiveness
- Teamwork
- Good customer service

Knowledge and skills

- SAP Procedure
- SCM Policy, Processes and Procedures and standards
- Preferential Procurement Policy Framework Act
- Audit requirements
- FAMLA and regulations
- Asset Policies
- SCM code of conduct
- GPL Business
- Basic Financial Management
- Broad Based Black Economic Empowerment
- Bidding process
- National archiving standards
- Administration
- Planning and Organizing
- Data verification
- Communication
- Data Processing
- Computer literacy
- Negotiation skills
- Coaching and Mentoring
- Record Management
- Conflict Management
- Stakeholder Relations
- Risk Management
- Contract Management
- Tender Management
- Basic Financial Management

Qualification and Experience:

- Matric/Grade 12
- Bachelor's Degree/National Diploma at NQF Level 7 or an equivalent NQF level qualification in Supply Chain Management, Purchasing Management, Logistics Management or Commerce.
- 5 years' working experience in procurement environment.
- 2 years' experience in a managing/supervisory role.
- Experience in parliamentary or legislative environment would be advantageous
- Experience and knowledge of SAP, Materials Management.

Closing date for applications: 16 September 2019

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post will be subjected to security vetting and screening by State Security Agency, and appointment to the post will be determined by positive results from such screening and vetting.

The Secretary to the Gauteng Provincial Legislature reserves the right to approve or decline the appointment.

Should you not receive any response after 6 weeks of the closing date, kindly consider your application unsuccessful.

HOW TO APPLY:

SUBMIT YOUR CV TO hrrecruitment1@gpl.gov.za WITH YOUR CERTIFIED SUPPORTING DOCUMENTS (i.e. ID, certified Copy of qualifications with at least two contactable references)

ALWAYS QUOTE THE POSITION REFERENCE NUMBER ON THE SUBJECT LINE – APPLICATIONS WITHOUT A POSITION REFERENCE NUMBER WILL NOT BE CONSIDERED