SUPPLY CHAIN ADMINISTRATOR: LOGISTICS MANAGEMENT

REF NO: SCA/LM/2020-03-2C
(12 months contract)

Salary: R208 584. per annum (basic salary) plus 37% in lieu of benefits
Centre: Pretoria

Requirements:
An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products), Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective Organizational skills; Planning and decision making skills and Analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and Ability to work under pressure.

Duties:
The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation; Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process; Implement and maintain quotation process in accordance with legislation, Departmental policies and procedures and National Treasury Instruction notes. Receiving and opening of RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are..

ENQUIRIES
APPLICATIONS : Mr Lesiba Sehlapelo Tel No: (012) 399 2710

FOR ATTENTION
NOTE : Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

POST 12/14 : SUPPLY CHAIN ADMINISTRATOR: DEMAND AND ACQUISITION REF NO: SCA/DA/2020-03-2C

(12 months contract)
Supply Chain Management

SALARY : R208 584 per annum (basic salary) plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective organizational skills; Planning and decision making skills and analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and ability to work under pressure.

DUTIES : The purpose of the role is: To render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Execution of the bidding process; Facilitate the compilation of the procurement plan for the organization; Facilitate the prescribed bidding process; Facilitate the drafting and finalizing of terms of reference/specification; Compile bid documents; Publish tender invitation; Receive and open of bid documents; Facilitate and support SCM committee to evaluate and adjudicate the bids; Manage communication with bidders; Assist with monthly SCM reports. Compilation of prospective list of providers for quotations: Compile terms of reference to invite service providers for an expression of interest; Receive, evaluate and adjudicate the expressions of interest; Compile a database of approved suppliers; Sourcing of goods and services above R500 000. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment/appliances and refreshments (SCM Bid Committee meetings) for the section.

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