



JOB SPECIFICATION

<p>JOB INFORMATION</p> <p>Job Title: Supply Chain Officer</p> <p>Post Code</p> <p>Department: Finance</p> <p>Normal Hours of work: Normal hours of work unless there are urgent matters to be attended to</p> <p>Normal place of work: Auckland Park, Johannesburg</p>	<p>Job Classification: Administration</p> <p>Reporting to: SCM Manager</p> <p>Job Grade: C3</p> <p>Last Review: New</p>
<p>PRIMARY OBJECTIVE(S) OF THE JOB</p> <p>Assist the SCM Manager with the provision of Supply Chain Management support, including the Tender and Acquisition Processes for MDDA, in order to ensure both the compliance and efficiency of the Procurement Process.</p>	
<p>MDDA VALUES</p>	
<p>KEY DUTIES AND RESPONSIBILITIES</p> <p>SCM management</p> <ul style="list-style-type: none"> ○ Assist the SCM Manager with the compliance to supply chain policies and treasury regulations ○ Assist in providing information for audit requirements ○ Prepare daily procurement statistics ○ Handle contract and SCM registers <p>Acquisition management</p> <ul style="list-style-type: none"> ○ Receiving requisition from user departments ○ Ensure procurement requisition is signed by relevant authorisation ○ Compile RFQ documentation ○ Identify suitable suppliers from the market to best provide goods and services as per requisitions ○ Source quotations based on threshold requirements, in line with SCM delegation of authority ○ Request all required SBD documents, CSD and BBBEE certificate are submitted ○ Ensure that MDDA procures goods and services from suppliers who are registered on the Central Supplier Database (CSD) ○ Perform preferential points calculations for acquisitions above R30 000 ○ Prepare Quote award and Purchase order ○ Send purchase order to suppliers for purposes of placing an order for goods and services. ○ Maintaining a register of request for quotation <p>Competitive bid management</p>	

-
- Assist and facilitate tender process
- Request for proposals to advertise for submission of proposals in respect of bids
- Arrange briefing sessions and clarifications sessions to inform prospective bidders of requirements
- Arrange official opening of bids
- Act as secretariat for bid specification, bid evaluation and bid adjudication committee documents are filed together
- Ensure that submissions and letter of appointments are signed by relevant officials
- Sending appointment letters to suppliers and Legal Unit to prepare an SLA where necessary

Service provider performance management

- Ensure that service providers perform as per SLA/ purchase order
- Follow up to ensure user department is satisfied with the service provider performance
- Blacklisting of service providers on the National Treasury database as and when instructed
- Perform reference checking
- Perform due diligence before enlisting a service provider to ensure that they are not blacklisted
- Assist in addressing any issues with service provider to ensure smooth service delivery
- Respond to complaints from service providers

Adhoc Duties

- Attending to request by internal and external auditors
- Assisting Finance and other Units

PLANNING AND DEVELOPMENT

Assist in the preparation of the MDDA's overall budget.

HUMAN RELATIONS

Team-player

Motivator - relationship with colleagues, works well with other employers and can achieve results.

CUSTOMER RELATIONS

Internal – All staff

External – Government officials, Funders, Insurers, Customers, All visitors, Service providers/vendors, Banks, Grant Receivers

CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE

Knowledge and understanding of the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration would be an advantage.

QUALIFICATIONS AND EXPERIENCE

A relevant tertiary qualification at NQF level 6 in supply chain management qualification

5 years' experience supply chain management in the public sector

Experience in the development and/or grant making sector, will be an added advantage.

Knowledge and understanding of the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration would be an advantage.

Leadership Competencies

Team Leadership; Results Management; Planning and Organising

Behavioral Competencies

Client Focus; Problem Solving; Decision Making; Analytical Thinking; Attention to Detail

Technical Competencies

Legislation, Policies, Procedures and Standards; Information Gathering and Processing; Enforcement; Project Management

SPECIAL REQUIREMENTS

Reviewed By:		Date:
Approved By:		Date:
Last Updated By:		Date: