



MUNICIPAL DEMARCATION BOARD

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SUPPLY CHAIN MANAGEMENT OFFICER

**A competitive all inclusive annual salary package is offered
between R177 798 – R209 437**

In terms of Section 33 of Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998) an efficient and effective administration must be developed to support the Municipal Demarcation Board in performing its functions. Suitably qualified and experienced persons are invited to apply for the above mentioned position. The incumbent will report to the Senior Supply Chain Management Officer of the Board.

The incumbent will be responsible for the following key performance and results areas:-

1. Administer the end-to-end tender and quotation process: *terms of reference preparations, tender documents preparation, bid invitations; tender briefings, bid administration; bid evaluation pre- and adjudication and contract management*
2. Provide secretariat service to the Bid Committee/s.
3. Generate and issue purchase orders to selected suppliers
4. Receive delivered goods and verify/sign delivery note/invoices against the purchase order
5. Coordinate the supplier payment process by registering, processing and forwarding invoices from suppliers to Finance Officer for payment
6. Set-up, administer and maintain supplier/vendor database and database registration processes, includes preparation and updating, maintenance and record keeping of database registration forms, registering new suppliers and retaining existing suppliers
7. Ensure compliance to SCM policies and procedures, rules and regulations, legislative objectives and other related frameworks
8. Establish and maintain adequate contract management system
9. Follow-up on supplier's invoices, statements, orders etc.
10. Ensure proper record keeping of SCM documents
11. Drive specific tasks as mandated by the Chief Financial Officer and Senior SCM officer, as and when required.

Minimum requirements: Unless the incumbent can demonstrate that he/she has developed the necessary competences through experience, ***National Diploma or equivalent in Supply Chain Management/ Logistics and other related degree*** is required. At least a minimum of ***two (2)*** years' experience as a Procurement Officer/Administrator (experience in public sector will be an added advantage).

Closing date: 08 March 2013. Late applications will not be considered.

If you have not heard from the MDB within two months of the closing date, please accept that your application had been unsuccessful.

Interested persons are invited to submit their CV's to:

Ms Maggie Somanje

Private Bag X28

Hatfield

PRETORIA 0028 **or** e-mail: maggie@demarcation.org.za **or** Fax: 012 – 342 2480