

## Supply Chain Management Officer

A Total remuneration package of **R440 513.91 p.a**  
(salary level 8)

This is a fixed term contract of 5 months

### Minimum requirements:

- A National Diploma or Degree in Logistics or Supply Chain Management
- 3 -5 years' experience as Supply Chain Management Officer

### Key Responsibilities

The incumbent will be responsible for providing assistance to the Senior SCM Specialist. The duties include ensuring that goods and services are being procured and delivered at the right time, with the correct specifications, from the selected service providers as well as providing good customer management service. The position comprises of the following key performance areas but not limited to:

- Administer the end-to end tender and quotation process: terms of reference preparations, tender documents preparation, bid invitations; tender briefings, opening of tenders/ bids & administration; preparation of packs for bid committees; bid evaluation, bid adjudication and contract management.
- Provide secretariat service to the Procurement/ Tender Committee/s,
- Evaluate quotations according to Preferential Procurement Regulations
- Capture and approve the requisitions
- Generate and issue the purchase orders to selected suppliers
- Follow up on delivery of goods and services
- Coordinate the supplier payment process by registering, processing and forwarding invoices from suppliers to Finance Officers for payment

- Liaise with the Legal and Secretariat Specialist on drafting and vetting of contracts
- Provide input and assist with the implementation of the procurement strategy and policy, as well as the broad based black economic empowerment (BBBEE) strategy.
- Quarterly SCM Reports in line with SCM Regulations: Contract monitoring report; Deviations register; Irregular, Fruitless and Wasteful Expenditure report; Commitment report; Expenditure above R100 000.
- Ensure that all suppliers utilised by the MDB are registered and compliant in terms of the National Treasury Central Supplier Database.

Interested persons are invited to submit their detailed CV's accompanied by certified copies of their qualifications and ID to:

Senior Manager: Human Resources and Administration

Private Bag X123

CENTURION, 0046

PRETORIA

Or email: [recruitment@demarcation.org.za](mailto:recruitment@demarcation.org.za)

Applicants will be required to give consent in terms of POPI Act for MDB to conduct suitability or verification checks.

**Closing Date: 30 August 2022.** Late applications will not be considered and if you have not heard from the MDB within two months of the closing date, please accept that your application had been unsuccessful.

**Note:** People with disabilities are encouraged to apply

The Board reserves the right not to make an appointment.