

<b>Job Title:</b>	<b>Supply Chain Coordinator</b>
<b>Type of Position</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Chief Financial Officer</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC010/24</b>
<b>Total Package Per Annum</b>	<b>R633 603.00</b>

#### **QUALIFICATION AND EXPERIENCE:**

A 3-year National Diploma or Bachelor's Degree in Supply Chain Management/ Procurement or a related qualification. 5 - 8 years' minimum management experience. Strong proficiency in Microsoft excel is essential. Excellent numeracy and analytical skills.

#### **KNOWLEDGE AND SKILLS**

Sound knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of PPPFA, PFMA, National Treasury Regulations and related regulations.

#### **KEY DUTIES AND RESPONSIBILITIES**

##### **1. Demand and Acquisition:**

- Monitor the implementation of supply chain management policy and preferential procurement policy framework daily by ensuring the following:
  - Request for proposals through advert and tender bulletin, media and NAMC Website.
  - Register suppliers on NAMC systems.
  - Request and receive quotations.
  - Ensure suppliers are registered on the CSD and are compliant with relevant legislations.
  - Receive specifications from end users.
  - Capture specification on the NAMC templates.
  - Place orders, issue and receive bid documents.
  - Provide secretariat or logistical support during the bid consideration and contracts conclusion process.
  - Receive and verify goods from suppliers.

- Capture goods in registers databases.
- Receive requisitions for goods from end users.
- Issue goods to end users.
- Maintain goods register.
- Ensure that procurement including tenders are completed timeously.

## **2. SCM Reporting:**

- Compile and submit monthly reports
- Compile and submit quarterly reports
- Compile and submit annual reports
- Compile and submit reports to National Treasury
- Compile annual procurement plan for submission to CEO, Mancom and National Treasury
- Compile annual demand plan for presentation to Mancom
- Ensure submissions to various stakeholders

## **3. Compliance, internal controls and Contract Management**

- Ensure compliance with all statutory requirements relating to Supply Chain Management and Treasury Regulations.
- To analyse processing and procedural requirements and recommend standard procedures and systems to be followed across the organisation.
- Develop and review all procurements contracts on a monthly basis.
- Update the contracts register as and when new contracts are signed.
- Monitor contract management and ensure all contracts are compliant with legislative requirements.
- Assist in the development of SCM policies and procedures.
- Ensure suitable internal controls are in place and assist in the training of staff in new processes or procedures.
- Assist with preparations and execution of internal and external Audits.
- Ensure quality of the work submitted is of a standard required within the division.
- Ensure that all audit queries are addressed in timely manner.

#### 4. General Supervisory and Administrative functions:

- Undertake supervisory responsibilities by reviewing the work of SCM officer and SCM interns.
- Maintain 100% availability of SCM documents when requested for auditing.
- Ensure proper filling of SCM documents by all SCM personnel.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **12 July 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, send an email to [hr@namc.co.za](mailto:hr@namc.co.za). The NAMC reserves the right to withdraw, amend or not fill the position.