NDA
National
Development
Agency

JOB PROFILE

POSITION DESCRIPTION	
Position Title	**Supply Chain Officer: Bids**
Purpose	This position will serve to coordinate, compile, evaluate, and administer high-value bids, tenders, and quotation processes while maintaining strict governance, transparency, and compliance within the supply chain lifecycle. .
Division	Finance and SCM
Reports To	Senior Manager Supply Chain
Position location	Head Office
Peromnes Grade	10
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	• A National Diploma or Degree in Commerce/Procurement Management/ Supply Chain Management/Business Administration/Management/ Public Management, and or related field.
Essential Experience	• 3 years' experience is a requirement in an SCM position as well as strong experience in implementation of the PPPFA, PFMA, Treasury Regulations; as well as general understanding of BBBEE Act requirements in line with Procurement compliance. • Management as well as understanding and interpretation of contracts, • Strong knowledge and experience in tender process • Advanced working knowledge and experience of the Microsoft packages
Knowledge	• Ideal candidate is expected to display extensive knowledge of Supply chain management environment, especially Tenders. • Knowledge of dealing with Treasury regulations and requirements • Knowledge and understanding of PFMA Act, PPPFA Act and B-BBEE Act

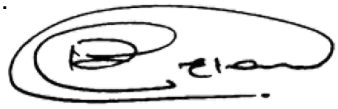
Skills & Abilities	• Project management skills, knowledge to analyse and interpret laws and regulations that governs the procurement is highly required. • Organisation and administration skills, quick and innovative thinking • Presentation skills (verbal and written, writing skills) Good communication skills • Problem solving and analysis • Basic knowledge of accounting • Computer literacy • Integrity and the ability to deal with confidential information are essential • Financial management skills • Planning and organising skills ability. • Efficient and accurate with attention to detail. • Assertiveness. • Negotiations. • Ability to initiate process for the benefit of the NDA • Ability to communicate at any level of the organisation • Client service orientation • Resilience

MAIN AREAS OF RESPONSIBILITY	
	• Receive request from end user and update tender register • Scrutinise terms of reference/specifications for compliance • Check completeness of documentation and compliance against Supply Chain Management principles & thresholds • Invite tenders in accordance with approved TOR/Specifications. • Manage the compilation, publication, and issuance of bid and quotation documentation • Serve as a key member or secretariat for Bid Evaluation Committees (BEC) and Bid Adjudication Committees (BAC), facilitating scorecards and recommendation reports • Ensure all acquisition processes adhere to statutory requirements (such as the PFMA, MFMA, PPPFA, and National Treasury regulations where applicable • Maintain and update the database of prospective suppliers, verify tax compliance, and manage supplier queries. • Compile monthly, quarterly, and ad-hoc supply chain management (SCM) reports covering tender statuses, and acquisition statistics. • Arrange all Bid meetings, facilitate and take minutes • Secretariate role for all bid committees • Advise clients on all committees • Enforce compliance in terms of Supply Chain Management policies and prescripts • Provide management and both internal and external clients with Supply Chain Management related advice; • Manage and monitor the Procurement plan and report monthly; • Draft comparative schedules based on received tenders • Undertake necessary administration related to procurement activities. • Assist the end user in drafting the recommendations • Implement an effective document control and filing systems for all tenders • Provide inputs to supervisor for monthly reports; • Compile procurement reports, and undertake compliance monitoring checks; • Identification and referral of irregular and fruitless and wasteful expenditure; • Monitor bids contracts and report monthly;

	• Perform any other related duties that may be given by the immediate supervisor • Provide support in maintaining effective systems and procedures for the procurement of goods and services. • Provide support to clients • Monitor and manage the Procurement plan and report • Provide support to supervisor in liaising and co-ordinating with client offices on outstanding requests for goods and services, as per the procurement plan • Work closely with the supervisor to ensure that the procurement of goods and services are compliant and fair • Support the management and monitoring of the procurement function of the Organization • Prepare Bids information as well as statistics on procurement • Ensure proper administration and record keeping of the supply chain processes as well as ensuring that all internal stakeholders understand and follow required process. • Monitoring the implementation of supply chain policies. • Execute the organisation's procurement functions. • Compile procurement reports for internal and external stakeholders • Ensure proper administration and record keeping of the supply chain processes (including bid committees) as well as ensuring that all internal stakeholders understand and follow required process.
Supply Chain Process Administration	• Develop and implement SCM strategies and process, as well as implementation to ensure efficient running of the procurement process • Ensure Supply Chain Management policies are updated according to new legislation • Manage internal and external customer/supplier relations • Monthly reporting on all Supply Chain Management activities e.g. BBBEE spend, procurement compliance, contract spending etc. • Train all company staff on Supply Chain Management policies and procedures and ensure adherence to processes • Report on service provider performance
Treasury and Legal Compliance	• Solid understanding of public or corporate procurement laws, preferential procurement frameworks (e.g., PPPFA, B-BBEE), and contract administration.
Procurement Administration	• Ensure strict compliance with the rules of procurement process and supply chain cycle • Manage and monitor the procurement processes • Tendering processes • Contracts management • Undertake necessary administration related to procurement activities • Identify and implement optimization strategies for procurement. • Identify preferred suppliers with respect to pre-determined criteria such as price, BEE component, and quality • Negotiate and agree all preferred supplier contracts – no preferred supplier without a contract • Negotiate best rates – no overspends incurred and proof of decrease in overall costs • Ensure that supplier deliveries are in line with contract deliveries requirements, e.g. price, quality – minimum returns on deliveries • Advise staff and management on contracts with suppliers • Keep up with market trends, new products • Negotiate preferred supplier agreements

	• Hold suppliers accountable to agreements – price, quality, service, delivery times • Monitor utilisation of suppliers • Constantly scan environment for better suppliers, products, market trends

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	**External Relationships (With Local/Provincial structures and other key parties, specify)**
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Signed by: (**Job Holder)**	Authorised by: 
Date:	Date: 03/11/2026