



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Supply Chain Officer:
Purpose	This position will serve to undertake an execute the effective functioning of supply chain processes including sourcing, ordering, receiving, liaising with suppliers, contract monitoring, reporting on and ensuring compliance with supply chain policies and regulations, including co-ordinating the procurement of day-to-day goods and services for the NDA.
Division	Finance and SCM
Reports To	Senior Supply Chain Manager
Position location	Head Office
Peromnes Grade	As per JE results
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • A National Diploma or Degree in Finance/Procurement Management/ Supply Chain Management
Essential Experience	<ul style="list-style-type: none"> • 3 years' experience is a requirement in a similar 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, and drafting thereof.
Knowledge	<ul style="list-style-type: none"> • Ideal candidate is expected to display profound knowledge of contract management/ & Supply chain management environment. • Knowledge of dealing with Treasury regulations and requirements • Knowledge and understanding of PFMA Act, PPPFA Act and B-BBEE Act

Skills & Abilities	<ul style="list-style-type: none"> • 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
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MAIN AREAS OF RESPONSIBILITY	
	<ul style="list-style-type: none"> • Receive request from end user and register • Scrutinise terms of reference/specifications for compliance • Check completeness of documentation and compliance against Supply Chain Management principles & thresholds • Invite price quotations for goods, services and works required by client offices in accordance with approved TOR/Specifications. • Evaluate received quotations • 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; • Liaise with suppliers; • Draft comparative schedules based on received quotations • Implement an effective document control and filing systems • Provide inputs to supervisor for monthly reports; • Compile procurement reports, and undertake compliance monitoring checks; • Assist in the identification and determination of irregular and fruitless and wasteful expenditure; • Monitor contracts and report monthly on contract monitoring; • Perform any other related duties that may be given by the immediate supervisor • Ensure that the National Treasury approved databases are utilised effectively in the sourcing of quotations and that client expectations are met • Provide support in maintaining effective systems and procedures for the procurement of goods and services. • Provide support to clients • Provide support to supervisor in liaising and co-ordinating with client offices on outstanding requests for goods and services • 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

	<ul style="list-style-type: none"> • Assist the supervisor in the preparation of management 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. • Daily management of incoming requests from end users ensuring timeous turn around • Compile procurement reports for internal and external stakeholders
Supply Chain Process Administration	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensure compliance with Treasury requirements, includes inter alia PFMA Act, PPPFA Act, BBBEE Act etc. Knowledge of Supply Chain Management in government
Procurement Administration	<ul style="list-style-type: none"> • Ensure strict compliance with the rules of procurement process and supply chain cycle • Manage and monitor the procurement processes • Ensure that Vendor database has been developed, and tracked on a monthly basis to ensure that it is current and up to date. (In a case where the entity is using its own database) • Purchasing processes • Contracts management • Undertake necessary administration related to procurement activities • Identify and implement optimization strategies for procurement. • Support project procurement vendor sourcing requirements as well as on-demand vendor sourcing requirements. • Meet with staff and management to help them determine their purchasing needs • 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 • Study catalogues and trade journals to see what local and overseas sellers are offering • Keep up with market trends, new products • Negotiate preferred supplier agreements

	<ul style="list-style-type: none"> • Hold suppliers accountable to agreements – price, quality, service, delivery times • Monitor utilisation of suppliers • Constantly scan environment for better suppliers, products, market trends
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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: