



POST	ADMINISTRATOR: SUPPLY CHAIN MANAGEMENT
TYPE OF POSITION	FIXED TERM CONTRACT (6 MONTHS)
CENTRE	PRETORIA

REQUIREMENTS

National Diploma / Bachelor degree in Logistics and Supply Chain Management. At least one (1) year working experience in Supply Chain Management. Postgraduate qualifications will be an added advantage.

SKILLS

Sound understanding of PPPFA, PFMA, Treasury regulations and Supply Chain management policies and procedures, Knowledge of Word, Excel and PowerPoint, Communication, Coordination, Time Management and Administration Support.

BEHAVIORAL ATTRIBUTES

Accuracy, Customer Focused, Deadline driven, Details focused, Professionalism, Diligent, Proactive, Analytical, Trust, Tact, Teamwork and work under pressure

KEY DUTIES AND RESPONSIBILITIES

- Assist in the Procurement of office equipment, computer, furniture, Stationary and other consumable are produced timeously and within the budget parameters, process (5 days)
- Assist in processing of orders
- Assist in processing of invoices
- Assist in the management of procurement of modules
- Assist with inventory taking, issues and receiving of inventory
- Assist with preparing and attend to submit requisitions

Please forward your applications to hr@namc.co.za, closing date: **19 March 2021**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.