



Job Title:	Supply Chain Officer
Salary	Negotiable
Type of Contract	Permanent
Reporting to	Chief Financial Officer
Based:	Pretoria
Reference No:	HRREC009/2021

Qualifications & Experience:

A 3-year National Diploma or Bachelor's Degree in Supply Chain Management/ Procurement or equivalent is a minimum requirement. 2 - 3 years' minimum supply chain management experience. Strong proficiency in Microsoft Excel is essential. Excellent numeracy and analytical skills.

Skills & Knowledge:

Public Finance Management Act (PFMA), National Treasury's supply chain management guidelines, Treasury Regulations. Instructions Notes and Supply Chain Management Practice Notes, Preferential Procurement Policy Framework Act (PPPFA), Broad-Based Black Economic Empowerment (B-BBEE) Act and the Code of Good Practices. Understanding and Knowledge of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship management.

The successful candidate will be expected to amongst others:

- Assist in the procurement of goods and services and are procured timeously and within budget parameters, processes.
- Assist in the Management of Procurement Model.
- Register, update and maintain a supplier database.
- Request and receive quotations.
- Ensure suppliers are registered on the CSD and are compliant with relevant legislation.
- Capture specification on the electronic purchasing system.
- Place orders and issue and receive bid documents.
- Provide secretariat or logistical support during the bid consideration and contracts conclusion process.
- Compile and maintain records (e.g., asset records/databases).
- Check and issue furniture, equipment and accessories to components and individuals.
- Identify redundant, non-serviceable and obsolete assets/equipment for disposal.
- Verify asset register.

- Ensure compliance with all statutory requirements relating to Supply Chain Management and Treasury Regulations.
- Analyse processing and procedural requirements and recommend standard procedures and systems to be followed across the organisation.
- Assist in the development of SCM policies and procedures

Short-listed candidates will be subjected to qualification verification and reference checks.

To apply for the position, please forward the relevant Job Application Form which is available on our website to hrrecruitment@namc.co.za closing date: 22 October 2021. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.