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| Job Title: | Supply Chain Coordinator |
| Type of Contract | Permanent |
| Reporting to | Supply Chain Manager |
| Based: | Pretoria |
| Reference No: | HRREC003/2022 |

QUALIFICATION & EXPERIENCE

A 3-year National Diploma or Bachelor's Degree in Supply Chain Management/ Procurement or equivalent is a minimum requirement. 5 - 8 years' minimum 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.

KEY DUTIE & RESPONSIBILITIES AMONGST OTHERS ARE AS FOLLOWS:

1. Monitor Compliance with Supply Chain Management

- Monitor the implementation of supply chain management policy and preferential procurement policy framework daily by ensuring the following:
- Submit SCM reports to internal and external stakeholders as per stated deadlines
- Print and review a BBBEE report on a quarterly basis.
- Request for proposals and quotations through suppliers registered on CSD
- Ensure suppliers are registered on the CSD and are compliant with relevant legislations.
- Place orders and issue and receive bid documents.
- Provide secretariat or logistical support during the bid consideration and contracts conclusion process
- Receive and verify goods from suppliers.
- Receive request for goods from end users
- Manage end-to-end bid process, from advertising until signing of SLAs.

2. Management of Fixed Assets and Demand and Acquisition for Goods and Services

- 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 equipment for disposal.
- Assist in asset verification
- Attend to requisitions submitted from various divisions daily.
- Issue purchase order to suppliers within 2 days of receipt of requisitions.
- Ensure general maintenance of NAMC offices is conducted as required.

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 Admin contracts on a quarterly basis.
- Update the contracts register as and when new contract is 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
- Maintain adequate filing of all SCM documents
- Undertake other tasks as and when required by CFO

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, and your updated CV to hrrecruitment@namc.co.za closing date: 18 February 2022 @ 15H00. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.