



<b>Job Title:</b>	<b>Supply Chain Officer</b>
<b>Salary</b>	<b>Negotiable</b>
<b>Type of Contract</b>	<b>Three (3) Years Fixed-Term Contract</b>
<b>Reporting to</b>	<b>Agriculture Agro-processing Master Plan</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC012/2023</b>

### **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

Please forward your applications to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) Closing date: 10 July 2023

If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the Protection of Personal Information Act, Act 4 of 2013 (POPIA):

I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za) or contact Mr Tshilidzi Netswinganani at [Tshilidzi@namc.co.za](mailto:Tshilidzi@namc.co.za) for further information. The NAMC reserves the right to withdraw, amend or not fill the position.