

**SALARY LEVEL 9: R424 104,00 – R 496 467,00 MEDICAL AID,  
HOUSING AND PENSION FUND (TOTAL COST TO COMPANY  
PER ANNUM)**

The Financial and Fiscal Commission (FFC) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the service of a Supply Chain Officer. The primary purpose of the job is to undertake and 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. The incumbent will be responsible to coordinate the procurement of day-to-day goods and services for the FFC. Ensure that the organisation fulfils its mandate as set out in chapter 13 of the Constitution of the Republic of South Africa, 1996 as amended.

#### MINIMUM REQUIREMENTS

- A National Diploma or Degree in Finance / Procurement Management / Supply Chain Management
- 3 or more years' public sector experience in Supply Chain Management

#### EXPERIENCE

- Experience in application of Supply Chain Management Framework, Public Finance Management Act (PFMA), Broad-Based Black Economic Empowerment (BBBEE), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other procurement prescripts and regulations.
- Experience in contract management.
- Knowledge of Public Administration.
- Excellent interpersonal and problem resolving skills.

#### COMPETENCIES

- Public Administration
- Financial Management
- Communication
- Computer Literacy
- Ethics and Integrity
- Diversity and change management.
- Organisational Sensitivity
- Presentation skills
- Analytical
- Negotiation

- Facilitation
- Project Management

#### PERFORMANCE AREAS

Effective And Efficient Supply Chain Process Administration

- Implement the Procurement policies and procedures effectively and efficiently.
- Manage compliance deviations and report to the Procurement Specialist where applicable.
- Ensure where procedural issues are not complied with, through the Procurement intervention, these are reported to the Procurement Specialist for corrective action.
- Receive request from end user, register and ensure compliance to the SCM principles and thresholds.
- Invite price quotations for goods, services and works in accordance with approved TOR/Specifications.
- Evaluate received quotations.
- Draft comparative schedules based on received quotations.
- Provide support in maintaining effective systems and procedures for the procurement of goods and services.

Managed Procurement Processes and Mechanisms

- Request Executive Managers for the annual Procurement Plan in line with the approved budget and submit to Procurement Specialist for review.
- Ensure implementation and coordination of Broad Based Black Economic Empowerment and Preferential Procurement Policy Framework Act initiatives in respect of the Procurement Policy.
- Manage the FFC procurement process as per the Supply Chain Management policy.
- Coordinate procurement of all goods and services and ensure compliance with prescribed procedure.

Contract Management

- Facilitate the conclusion of FFC procurement contracts in accordance with the terms and conditions of the relevant contracts.
- Monitor contracts to ensure that specified standards and pricing are adhered to as agreed.

Procurement Reporting and Record Keeping

- Maintain a Procurement record keeping system for all SCM documentation and activities ensuring compliance with relevant internal and legislative record keeping requirements.
- Prepare and submit monthly, quarterly, and annual Procurement / SCM Reports to the Procurement Specialist.

*If you wish to apply, please e-mail [recruitmentcpt@sdrecruit.co.za](mailto:recruitmentcpt@sdrecruit.co.za). Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months and a certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the FFC within 3(three) months of the closing date, please regard your application as unsuccessful.*

*The FFC is an equal opportunity employer and is committed to the promotion of a representative workforce in terms of the relevant legislation.*

**Closing date for application: 27 March 2024**  
**No late applications will be accepted.**