



## SUPPLY CHAIN SPECIALIST (THREE YEAR FIXED TERM)

REPORTING TO: CHIEF FINANCIAL OFFICER

BASED IN: CAPE TOWN

SALARY LEVEL: R811 560,00- R952 485,00 (TOTAL COST TO COMPANY PER ANNUM)

The Financial and Fiscal Commission (FFC/ Commission) 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 services of a **SUPPLY CHAIN SPECIALIST** for its Finance Division. The primary purpose of the job is to provide the procurement function that will ensure uninterrupted and cost-efficient provision of material, goods and services by means of Request for Quotations and Tenders in terms of the legislative prescripts, so as to 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

- Bachelor Degree in Finance.
- In addition, a certificate/ diploma in Procurement Management or Supply Chain.

### EXPERIENCE

- 5 years relevant experience in Supply Chain Management of which 2 years must have been at Government Procurement or Supply Chain environment on a supervisor level.
- Experience in implementing supply chain management legislation.
- Experience in drafting contracts and contract management.
- Intermediate to advanced computer literacy.
- Experience in Sage 200 and Sage 300 software systems.
- Excellent report writing skills and communication skills.
- Project management and organisational skills.
- Ability to maintain high level of confidentiality and top secret.

### COMPETENCIES

- Public Administration
- Financial Management
- Communication
- Computer Literacy
- Ethics and Integrity
- Diversity and change management
- Organisational Sensitivity
- Presentation Skills
- Analytical skills
- Strong numerical skills
- Judgment

### PERFORMANCE AREAS

#### SUPPLY CHAIN POLICIES AND PROCEDURES

- Review and Monitor Supply Chain Policies, Procedures, Standard Operating Procedures, Procurement Plan and relevant governance documents.
- Ensure implementation of Supply Chain Management (SCM) prescripts.
- Manage compliance deviations and implement corrective actions where applicable.
- Ensure that the contract register is updated and maintained at all times.
- **DEMAND MANAGEMENT**
- Develop and Collate the annual FFC Procurement Plan in line with the approved budget to ensure that the annual performance plan is supported.
- Ensure implementation and coordination of Preferential Procurement legislative prescripts.
- Compile gap analyses and resolve any identified gaps in

the Supplier database on the Accounting System (Sage Evolution).

- Perform Demand Management and Market Analysis and efficient and effective procurement strategies for the approved procurement plan.
- Provide ongoing in-house staff training on procurement policy and procedures and arrange for Bid committees training where required.
- Facilitate the FFC tender processes.
- **ACQUISITION MANAGEMENT**
- Implement acquisitions in line with the standard operating procedures.
- Ensure that the request is in compliance to the Terms of reference and procurement plan, and Terms of Reference.
- Ensure that all acquisition is done in accordance to the legislative prescripts and that segregation of responsibilities is maintained at all times.
- Ensure that purchase orders are completed appropriately and signed off by the delegated authority.
- Maintain the Central Supplier database and e-tender platforms of the FFC.
- Ensure proper record keeping and archiving all supply chain documentation.
- **CONTRACT MANAGEMENT**
- Draft award letters and ensure that they are signed by the delegated authority.
- Draft contracts and Service Level Agreements and ensure that these are duly signed and filed.
- Develop, implement and maintain a contract management process to ensure that contracts and amendments to contracts are in writing and contract terms are in accordance with applicable standards and statutory requirements.
- Develop systems and processes for supplier evaluation and monitoring.
- Attend Contract Management in accordance to its terms and conditions.
- Ensure compliance with contracted requirements and deliverables
- **SCM COMPLIANCE AND RISK MANAGEMENT**
- Monitor the adherence to and act upon non-compliance with the Supply Chain Management policy by designing internal control documents and implementing process and document reviews.
- Ensure the identification and mitigation of procurement risks.
- Ensure that all approved suppliers meet compliance requirements of relevant legislation.
- Ensure the maintenance of non-compliance, irregular and fruitless and wasteful expenditure registers in compliance to National Treasury guidelines.
- Collate and monitor procurement budget and reporting.
- Provide Reports promptly including reports on non-compliance, irregular and fruitless and wasteful expenditure in line with National Treasury reporting requirements.
- Maintain the action audit Improvement Plan for Supply chain and ensure that findings are rectified and the internal control environment is strengthened.
- Identify potential regulatory and non-regulatory supply chain risks through ongoing risk assessments.
- Maintain a comprehensive risk management framework across Supply Chain.
- Assist to maintain the asset register.

If you wish to apply, please e-mail [recruitment1@kgabolize.co.za](mailto:recruitment1@kgabolize.co.za), att: Norma Maja. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months and 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 within 3 (three) months of the closing date, please regard your application as unsuccessful.

FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to previously disadvantaged males and females; and people living with disabilities to achieve the objectives of employment equity.

**Closing date for application: 10 March 2025**

**No late applications will be accepted.**