

**SUPPLY CHAIN OFFICER (THREE YEAR FIXED TERM)  
REPORTING TO: SUPPLY CHAIN SPECIALIST  
BASED IN: CAPE TOWN**

**SALARY LEVEL: R487 197,00 - R573 897,00 (TOTAL COST TO COMPANY PER ANNUM)**

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

The Commission requires the services of a **SUPPLY CHAIN OFFICER** for its Finance Division.

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 and 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.

**EXPERIENCE**

- 3 or more years' public sector experience in Supply Chain Management.
- Experience in the application of the Supply Chain Management Framework, Public Finance Management Act, Broad-Based Black Economic Empowerment, National Treasury Regulations, Preferential Procurement Policy Framework Act and other procurement prescripts and regulations.
- Experience in contract management.
- Knowledge of Public Administration.
- Excellent interpersonal and problem resolving skills.
- Computer literate.

**COMPETENCIES**

- Public Administration
- Financial Management
- Communication
- Computer Literacy
- Ethics and Integrity
- Diversity and change management
- Organisational Sensitivity
- Analytical
- Presentation skills
- Negotiation
- Facilitation
- Project Management
- Microsoft Office (Outlook, Excel, Word and PowerPoint)

**PERFORMANCE AREAS**

- **EFFECTIVE AND EFFICIENT SUPPLY CHAIN PROCESS ADMINISTRATION**
  - Implement the Procurement policies and procedures effectively and efficiently.
  - Receive requests from end users, register and ensure compliance with Supply Chain Management principles and thresholds.
  - Invite price quotations for goods, services and works in accordance with approved Terms of Reference / Specifications.
  - Evaluate received quotations and draft comparative schedules based on received quotations.
  - Compile procurement reports and undertake compliance monitoring checks.
  - Assist in the identification and determination of irregular and fruitless and wasteful expenditure.
  - Manage compliance deviations and report to the Procurement Specialist where applicable.

■ **MANAGE PROCUREMENT PROCESSES AND MECHANISMS**

- Request Executive Managers for the annual Procurement Plan in line with the approved budget.
- Ensure implementation and coordination of Broad-Based Black Economic Empowerment and Preferential Procurement Policy Framework Act initiatives in respect of the Procurement Policy.
- Coordinate procurement of all goods and services and ensure compliance with prescribed procedure.
- Evaluate Requests for Quotations and submit to the Procurement Specialist for adjudication.
- Provide a one-stop advisory service on all procurement and Supply Chain Management related issues.

■ **MANAGE SUPPLIER RELATIONSHIPS**

- Accept accountability for local supplier evaluation processes and systems.
- Represent the FFC at supplier meetings and supplier forums.
- Manage supplier delivery and contracted performance areas.
- Ensure ongoing liaison with suppliers and maintenance of supplier relationships.

■ **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.
- Timeously advise the SCM Specialist when contracts are due to expire and take corrective action in the event of non-compliance.

■ **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.

■ **GOVERNANCE AND COMPLIANCE**

- Ensure that Supply Chain records are updated at all times on all Supply Chain prescripts including National Treasury Guidelines, Instruction Notes and Practice Notes.
- Ensure that all approved suppliers meet compliance requirements of the Commission and relevant legislation by making use of Central Supplier Database reports from National Treasury.
- Ensure that non-compliance, irregular and fruitless and wasteful expenditure registers are updated and dealt with in compliance with National Treasury guidelines.

■ **RISK MANAGEMENT**

- Identify, mitigate and monitor procurement risk, and develop a procurement risk profile.
- Develop strategies and processes to eliminate re-occurrence of risk practices.
- Manage and enforce procurement delegated authorities.
- Provide inputs on internal and external audit findings and action plans.

If you wish to apply, please e-mail [careers@amasiko.co.za](mailto:careers@amasiko.co.za) Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications 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 1 (one) month 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 persons; and people living with disabilities to achieve the objectives of employment equity.