

Job Title:	SUPPLY CHAIN MANAGEMENT OFFICER (TWELVE MONTHS FIXED TERM CONTRACT) X1 POST
Organisation:	NEMISA
Department:	PROCUREMENT
Location:	PARKTOWN, Johannesburg
Salary Range:	Level 5, Notch 1
Upward Reporting Relationships:	ACTING PROCUREMENT MANAGER
Reference Number:	NEM10/16/07/2019

MAIN PURPOSE OF JOB

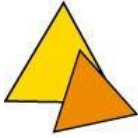
To assist with carrying out the procurement activities efficiently and effectively in order to get best value for money from all procurements of goods, services and works required for supporting operations and all other activities for the Institute

JOB OBJECTIVES

- Assist in establishing procurement needs in consultation with users
- Determine the correct specifications and requirements for goods and services prior to sourcing
- Coordinate the procurement of goods and services as per agreed specifications
- Prepare requisition for purchasing of goods and services and ensure the obtaining of authorised signatures
- Ensure timeous procurement of goods and services
- Assist in drafting terms of reference for identified projects in consultation with project owners
- Drafting of purchase orders as required
- Assist in providing information and statistics for the drafting of monthly reports on all SCM activities
- Ensure the accurate and comprehensive maintenance of the supplier database
- Monitor and track the signing of contracts before service providers render services
- Coordinate vendor bid responses and compare vendor quotations with product and service specifications
- Coordinate the processing of invoices as per the approved contracts and orders
- Ensure that supplier performance forms are completed for major service providers, and when tenders expire
- Comply with Vendor Management processes to ensure the procurement of products and services from Vendors at the best prices and quality

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Lucas Mello
Executive Directors: Mr Phuti Phukubje (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)



- Monitor contractor and subcontractor activities, review proposals against specifications and requirements
- Monitor contracts awarded against agreed timeframes
- Arrange bookings on all travel and accommodation arrangements for the Institute
- Ensure best pricing on travel and accommodation as requested
- Timeously distribute travel and accommodation information prior to departure
- Ensure the accurate capturing of all supplier information on the supplier database
- Evaluate and capture new suppliers on the system
- Provide accurate information as requested on supplier spending trends
- Ensure the data integrity of the supplier database through continuous monitoring, audits and updates
- Monitor all SCM compliance to set protocols
- Provide input to SCM related policies, and ensure that all procedural manuals and guidelines are updated and disseminated accordingly
- Ensure that all users comply to set policies, guidelines and protocols for the sourcing of goods and services
- Assist with the formulation and circulation of reports in accordance with management requirements and company policies and procedures
- Participate in internal and external stakeholder forums as directed
- Engage with service providers as and when required to ensure the effective and efficient delivery of services and products
- Represent and participate in NEMISA's committees and/or task teams
- Provide advocacy to all business units and CoLabs on the appropriate sourcing of goods and services
- Attend meetings and present findings to members and management when required

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.

Level of Education:

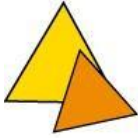
- Matric/ Grade 12
- National Diploma in Procurement/ Supply Chain Management/ Management or equivalent qualification

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the- job training, internships and learnerships are incorporated within this category.

Minimum of 2-3 years' experience in Supply Chain Management environment





Job related Knowledge

Job related knowledge is typically gained through formal or informal training programs (this exclude programs through which Forma Qualification are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge of relevant legislation and policies
- Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Black Economic Empowerment Policies, and Treasury Regulations
- Advanced Excel and Knowledge working on SCM systems
- Knowledge of the SCM risk assessment and mitigation

Job-Related Skills

Job-related skills are typically gained through formal or informal training programs. (This exclude programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.

- Analytical skills
- Ability to produce clear, concise and accurate documentation
- Report writing
- Ability to coordinate and drive strategic initiatives
- MS Office and SharePoint
- Good communication skills

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: scmofficer@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- **Closing Date: 24 JULY 2019 (@16: 30 PM).**
- *We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.*