



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Supply Chain Officer
Purpose	<p>To coordinate, review undertake and implement the supply chain acquisition management framework ad policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies.</p> <p>In addition, the position will be responsible for logistical support with regard to travel arrangements for the entire organisation.</p>
Division	Finance
Reports To	Senior Supply Chain Officer
Position location	Head Office
Peromnes Grade	
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	A 3 (three) year National Diploma or Degree in Finance/Procurement Management/ Supply Chain Management
Essential Experience	<ul style="list-style-type: none"> • 3 (three) years' experience is a requirement in a similar position as well as strong experience in implementation of the PPPFA Act, PFMA Act as well as general understanding of BBBEE Act requirements in line with Procurement compliance. • Management as well as understanding and interpretation of contracts, and drafting thereof.
Knowledge	<ul style="list-style-type: none"> • Ideal candidate is expected to display extensive knowledge of contract management & Supply Chain Management environment. • Knowledge of dealing with Treasury regulations and requirements • Knowledge and understanding of PFMA Act, PPPFA Act and B-BBEE Act

Skills & Abilities	<ul style="list-style-type: none"> • Project management skills, knowledge to analyse and interpret laws and regulations that governs the procurement is highly required. • Organisation and administration skills, quick and innovative thinking • Presentation skills (verbal and written, writing skills) Good communication skills • Problem solving and analysis • Basic knowledge of accounting • Computer literacy • Integrity and the ability to deal with confidential information are essential • Financial management skills • Planning and organising skills ability. • Efficient and accurate with attention to detail. • Assertiveness. • Negotiations. • Ability to initiate process for the benefit of the NDA • Ability to communicate at any level of the organisation • Client service orientation • Resilience
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MAIN AREAS OF RESPONSIBILITY

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| <ul style="list-style-type: none"> • Receive requests from end user and register them. • Scrutinise terms of reference/specifications for compliance • Check completeness of documentation and compliance against Supply Chain Management principles & thresholds • Invite price quotations for goods, services and job required by client in accordance with approved TOR/Specifications. • Receive and evaluate and quotations • Enforce compliance in terms of Supply Chain Management policies and prescripts • Provide management and both internal and external clients with Supply Chain Management related advice • Draft comparative schedules based on received quotations • Undertake necessary administration related to procurement activities • Implement an effective document control and filing systems • Provide inputs to supervisor for monthly reports • Ensure that the database is utilised effectively in the sourcing of quotations and that client expectations are met, subject to prescripts. • Provide support in maintaining effective systems, processes and procedures for the procurement of goods and services. • Provide support to supervisor in liaising and co-ordinating with clients on outstanding requests for goods and services • Work closely with the supervisor to ensure that the procurement of goods and services are compliant and fair • Ensure compliance with the rules of procurement process and supply chain cycle • Support management in the monitoring of the procurement function of the Organization • Monthly reporting on all Supply Chain Management activities e.g. BBBEE spend, procurement compliance, contract spending etc. • Ensure compliance with Treasury requirements, includes inter alia PFMA Act, PPPFA Act, BBBEE Act etc. Knowledge of Supply Chain Management in government • Contracts management (monitor the life span and validity period in conjunction with end user) • Ensure proper administration and record keeping of the supply chain processes as well as ensuring that all internal stakeholders understand and follow required process. • Monitoring the implementation of supply chain policies. • Daily management of incoming requests from end users ensuring timeous turnaround • Develop and implement SCM strategies and process, as well as implementation to ensure efficient running of the procurement process |
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- Ensure Supply Chain Management policies are updated according to new legislation
- Manage internal and external customer/supplier relations
- Train all staff on Supply Chain Management policies and procedures and ensure adherence to processes
- Report on service provider performance
- Compile regular procurement reports for internal and external stakeholders
- Meet with staff and management to help them determine their purchasing needs
- Identify preferred suppliers with respect to pre-determined criteria such as price, BEE component, and quality
- Negotiate and agree all preferred supplier contracts – no preferred supplier without a contract
- Negotiate best rates – no overspends incurred and proof of decrease in overall costs
- Ensure that supplier deliveries are in line with contract deliveries requirements, e.g. price, quality – minimum returns on deliveries
- Advise staff and management on contracts with suppliers
- Study catalogues and trade journals to see what local and overseas sellers are offering
- Keep up with market trends, new products
- Hold suppliers accountable to agreements – price, quality, service, delivery times
- Monitor utilisation of suppliers
- Constantly scan environment for better suppliers, products, market trends
- Perform any other related duties that may be given by the immediate supervisor

KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • All NDA Staff and Directorates 	<ul style="list-style-type: none"> • Service Providers • Government Entities • CSOs

Signed by: (Job Holder)	Authorised by:
Date:	Date: