

# V A C A N C Y

## Supply Chain Management Practitioner

**Location: Head Office, Pretoria (Reference: PPSA 04/01/2024)**

**Basic Salary per annum plus benefits: R294, 321.00**

### Requirements:

A three (3) year tertiary qualification (NQF level 6) in Finance, Logistics, Supply Chain Management or Purchasing Management • A minimum of 3 years functional experience in Supply Chain Management • Knowledge of SAP or equivalent Procurement system • Proven knowledge of Supply Chain Management processes and procedures, Treasury Regulations, PFMA, PPPFA and B-BBEE (Practice notes and code of conduct for SCM Practitioners) • Computer literacy (MS Word, MS Excel and Outlook).

### Competencies

Ability to work under pressure to meet tight deadlines • Good communication and interpersonal skills (ability to communicate at all levels, written and verbal) • Analytical and problem –solving skills • Ethical conduct • High level of integrity, responsibility and confidentiality • Client orientation, customer focus and results-driven • Ability to correspond with colleagues, internal and external stakeholders • Reliable and hardworking • Accuracy to detail • Professionalism.

### Key responsibilities:

Be involved in the administrative process of demand, acquisition and logistics • Capture requisition • Compile weekly reports on requisitions • Source quotations for goods and services from suppliers listed on the National Treasury Central Database (CSD) or CIDB for construction related projects • Ensure the goods and services are obtained from suppliers who scored highest points according to the PPPFA • Generate purchase order and receive deliverables of purchase • Capture goods receipts • Administer all activities pertaining to bid administration • Render administrative support to the Bid Committees • Regularly update the contract register (Contract administration) • File and keep documents safe • Provide supervision and guidance to SCM admin clerks.

**Enquiries: Ms. L Motlhabi on tel. (012) 366-7103**

**Note:** All appointments will be done in terms of the Public Protector Act and a 12-month probation period which maybe extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

***A successful candidate will have to undergo security clearance and vetting.***

The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matriccertificates, certificates of qualifications), a valid Driver's License (where required) and ID document.

Applications not complying with the above will be disqualified. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

**Preferences** will be given to the candidates whose appointment or promotion meets the requirement for Employment representivity in the institution.

**Please direct your application, stating the relevant reference number as follows:**

For the attention of **Ms. L Motlhabi** by email to [Applications01@pprotect.org](mailto:Applications01@pprotect.org)

**CLOSING DATE: 26 January 2024, 16:30**