

V A C A N C Y

Supply Chain Management Practitioner x2

Reference: **PPSA 10/06/2021**
Location: **Head Office, Pretoria**
Basic Salary: **R257, 508.00 plus benefits**

Requirements:

A three(3) Tertiary Qualification (NQF Level 6) in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification • A minimum of three (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, Outlook and Excel).

Competencies and skills:

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 • Attention to detail • Professionalism.

Key responsibilities:

Be involved in the administrative process of demand, acquisition and logistics • Capture requisitions • Compile weekly reports on requisitions • Source quotations for goods and services from suppliers listed on the National Treasury Central Supplier Database(CSD) or CIDB for construction related projects • Ensure that goods and services are obtained from suppliers who scored the highest points according to the PPPFA • Generate purchase order and receive deliverables of purchase • Capture Goods Receipts Notes(GRN) on SAP Business One • Administer and reconcile all accounts including travel account • Prepare documents for Payments • Administration of purchase orders • 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 N Nemusimbori, Tel: 012 366 7014

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be 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.

All successful candidates 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 (matric certificates, 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). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

People with Disabilities will be given preference.

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

For the attention of **Ms L Motlhabi** by email to **Applications@pprotect.org**

CLOSING DATE: 09 JULY 2021, 16:30

