



## EMPLOYMENT OPPORTUNITY

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

|                               |                                            |
|-------------------------------|--------------------------------------------|
| Reference Number:             | BS01/05/2020                               |
| Job Title:                    | <b>Specialist: Supply Chain Management</b> |
| Reporting Line:               | Manager: Supply Chain Management           |
| Full-time/Part-time/Contract: | Full-time position                         |

**Remuneration: R 483 300 to R 612 180 CTC per annum.**

### **The purpose of the role**

To provide internal support service through the effective and efficient procurement process in line with the applicable SCM Legislation for public entities and drive compliance within the organisation

### **Main Responsibilities:**

- To undertake SCM transactions (tenders, requests for quotations, deviations, transversal contract arrangements) in line with BANKSETA SCM processes and legislations that governs the SCM processes within public entities;
- To report timeously on such SCM transactions.
- To provide SCM advice and recommendations to line management on tender and quotation process which includes preparations of specifications/ terms of reference, bid documents, briefings session, bid evaluation/ adjudication, contract management, process amongst others;
- To provide the secretariat role to the Bid Adjudication Committee;
- Ensure SCM procurement plan and RFQ plan are updated, approved, monitored monthly and submitted on time
- To liaise and provide information to internal and external auditors in regard to audits of the procurement of goods and services for the BANKSETA;
- To assist the SCM Manager in coordinating and facilitating training on any changes and updates within the SCM environment;
- To assist in the development and maintenance of appropriate SCM systems, internal controls and the SCM Quality Management System;
- To compile and submit the mandatory reports as required by National Treasury, DHET, DTI, etc.
- To assist in the annual review of the SCM policy for the BANKSETA.
- To ensure that contracts are effectively drawn up, vetted, signed and controlled before the commencement of the project.

**Competencies:**

- Reliability
- Analytical thinking
- Writing and reporting
- Planning and organising
- Results and quality focus
- Interactive communication

**Knowledge and Skills Required**

- Knowledge of PFMA, PPPFA, BBBEE, National Treasury Guidelines and Prescripts and all other legislation governing SCM in the public entities;
- Knowledge of Demand and Acquisition and Contract Management.

**Minimum Requirements**

- 3-year post matric qualification in Supply Chain Management, Logistics, Law, Finance or related;
- 4 years' SCM experience within a public sector of which 2 years should be facilitating tenders.
- Proven experience of at least 1 year of awarding & managing contracts.

Closing date for applications: **30 June 2020 at 16h30.**

Please direct all applications to [noncedos@bankseta.org.za](mailto:noncedos@bankseta.org.za)

Enquiries to: [celesteh@bankseta.org.za](mailto:celesteh@bankseta.org.za)

***Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETAs Employment Equity Plan***