

## 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:	BS062021SCM6M
Job Title:	<b>Specialist: Supply Chain Management</b>
Reporting Line:	Manager: Supply Chain Management
Full-time/Part-time/Contract:	6 month contract
Location:	Gauteng - Centurion (Head Office)

**Remuneration: R 42 275 – R 51 015 CTC per month.**

### 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 processed.
- To provide SCM advice and recommendations to line management on tender and quotation processes which includes preparations of specifications/ terms of reference, bid documents, briefings session, bid evaluation/ adjudication, contract management, process amongst others;
- To liaise and provide information to internal and external auditors in regard to audits of the procurement transaction undertaken;
- To provide Input to SCM reports as required by National Treasury, DHET, DTI, etc.
- To ensure that contracts are effectively drawn up, vetted, signed and controlled before the commencement of the project.
- To undertake market research and planning activities to support procurement exercises

### 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.  
Computer literate

**Minimum Requirements**

- 1-year post matric qualification in Supply Chain Management / Logistics or Purchasing related qualification;
- 1 years' SCM experience within a public sector;
- Proven experience of processing RFQs and tenders.
- Availability: two weeks or less

Closing date for applications: **11 June 2021 at 16h30.**

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

**All applications must contain the following reference number in the subject line of the application email: BS062021SCM6M**