

## 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:	BS05/2023SCMSTEMP
Job Title:	<b>Specialist: Supply Chain Management</b>
Reporting Line:	Manager: Supply Chain Management
Full-time/Part-time/Contract:	12-month contract
Location:	Gauteng - Centurion (Head Office)

**Remuneration:** R 48 280,47 – R 61 155,26 **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**

- PMFA and Preferential Procurement Policy Framework Act and prescripts and all other legislation governing SCM in the public entities;
- Knowledge of Demand and Acquisition and Contract Management
- Risk management
- Computer Literacy-office applications
- Compliant to policies and legislations
- Supply and demand chain management

### **Minimum Requirements**

- NQF level 6 in Supply Chain Management / Logistics or Financial, Business Management in Public Service-related qualification.
- 4 years' experience in Supply Chain Management.
- Proven experience of processing RFQs and tenders.

Closing date for applications: **16 May 2023 at 16h30.**

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

**All applications must contain the following reference number in the subject line of the application email: BS05/2023SCMSTEMP**

**Please include your CV, qualification and ID document in the application.**