

POSITION: SCM PROCUREMENT OFFICER

SALARY: COMPETITIVE AND MARKET RELATED PACKAGE

SANAS seeks to employ an experienced Procurement Officer with strong operational background to join this rapidly growing organisation. As Procurement Officer, the candidate will be responsible for the effective, efficient and transparent system of compliance in Supply Chain Management (SCM) by providing an independent evaluation of the adequacy of internal controls to manage transparency, fairness, negligence, error, incapacity or other, as well as the following duties:

- **Strategic Planning:** Align supply chain resources with strategic plans. Update and maintain the SCM register with strategic and operational plan information. Assist in aligning SCM requirements with budgetary provisions. Communicate supply chain management principles to internal customers. Provide reasonable assurances that the SCM objectives are achieved effectively and efficiently, in compliance with applicable SCM policy & procedure and exercise governance, guidance and oversight.
- **SCM Day to day operations:** Undertakes local procurement, as required and issues invitations to bid. Acts as the secretary and advisor to the tender committees. Ensure supplier database is maintained. Manage information and communication systems in SCM. Ensure that the necessary systems are in place to support SCM operations.
- **Monitoring of SCM systems and processes:** Establish mechanisms and procedures to assess supply chain management effectiveness. Assess and evaluate outputs of the SCM processes in compliance with SANAS SCM Policy. Monitor effectiveness of supply chain management functions. Ensure adherence with regards to vendor management. Conduct any necessary interventions to monitor implementation of recommendations or remedial plan of action. Determine system gaps and conduct any necessary interventions to close these gaps in collaboration with Risk Management. Monitor the implementation of action plans to manage risk and compliance in conjunction with Risk Management.
- **Compliance:** Ensure that operational processes are documented, available to all staff members and adhered to within the business units. Conduct feedback sessions to business unit managers and staff. Identify training needs and develops training activities in supply management for SANAS staff designed to improve supply delivery. Communicate and negotiate at high levels involving different stakeholders. Network with relevant government departments regarding policy issues and synergies. Compile Monthly / Quarterly performance reports. Participate in RISK Management committees which serve as advisory bodies.

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MINIMUM / COMPULSORY QUALIFICATIONS AND EXPERIENCE:

- Degree or Diploma in Supply Chain Management or equivalent qualification
- Functional knowledge, understanding and implementation of PFMA, National Treasury Regulations and procurement processes
- Knowledge and experience in Sage Evolution is compulsory
- Minimum of 5 years working experience in Supply Chain Management/Procurement environment in the Public Sector environment
- At least two years' experience at Supply Chain Management specialist level
- Experience in strategic planning & execution

COMPETENCIES/KNOWLEDGE:

- Computer literacy (Working knowledge of MS Office, especially advanced MS Excel)
- Analytical problem solving and decision-making skills
- Good written and verbal communication skills
- Good organizational skills
- Strategic and change management skills
- Project Management skills
- Time management skills and target driven
- Ability to work under pressure
- Attention to detail
- Teamwork
- Ability to interact with various stakeholders
- Presentation, meeting, consultation and negotiation skills

*Interested, suitably qualified candidates who believe to have what it takes are encouraged to email their CV's - maximum 3 Pages, certified copies of qualifications as well as certified copy of their ID and motivational letter to Zelda Strydom zeldas@sanas.co.za. **PLEASE NOTE THE FOLLOWING:** Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month, please accept that your application was unsuccessful.*

Closing Date: 10 March 2021 at 16:30