



## TEMP SUPPLY CHAIN MANAGEMENT ADMINISTRATORS X2

The position reports to the Supply Chain Manager

### **Key responsibilities:**

- Handle correspondence and enquiries relating to the Supply Chain unit.
- Maintain the unit's records, files and assist in making reports for the Supply Chain unit.
- Prepare the unit's meetings and taking of minutes.
- Assist with database development and maintenance.
- work closely with Acquisition Specialist on administrative issues pertaining to the unit.
- Provide administrative support for the implementation of bid processes and procedures, including the development, evaluation, adjudication of bids and contract management.
- Handle invitations and logistics of Supply Chain Management committee meetings.
- Handle quality management aspects pertaining to the receipt of goods procured by the organization.
- Handle the receipt and recording of invoices and other documents by the Supply Chain Management unit.
- Maintaining records of relevant declaration and conflicts of interest.
- Working closely with the projects unit on administrative aspects of projects-related procurements.
- Perform all functions as delegated by the Supply Chain Management unit from time to time.

### **Requirements:**

- National Diploma in Supply Chain or equivalent qualification.
- At least 12 months minimum experience.
- End user computer skills.

- Knowledge of relevant legislation (PFMA, Treasury Regulations (or Companies Act)), CSOS Act, 9 of 2011.
- Application of PFMA and all other related SCM prescripts.
- Excellent communication skills
- Excellent interpersonal skills
- Ability to pay attention to detail.

**Duration of the position:** 1 year

**Enquiries:** Ms Lindi Sibiya, Human Resources Manager, tel. (010) 593-0533.

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications, must be addressed to the Human Resources Manager, Ms. Lindi Sibiya and e-mailed to: [recruitment4@csos.org.za](mailto:recruitment4@csos.org.za).

**Closing date for applications: 15 June 2018**

(Ref. CSOS/SCMA/06/18)