

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: Procurement Officer (Ref # PO004)
Department: Supply Chain Management
Location: Blackheath, Randburg
Reporting to: SCM Manager
Remuneration: Market Related

Introduction:

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for Procurement Officer Position.

Purpose: Reporting to the SCM Manager, the Procurement Officer will be responsible for assisting the SCM Manager with strategic sourcing, procurement, conversion and logistics management services to the FASSET by coordinating and collaborating suppliers, intermediaries, third-party service providers and customers

Key Responsibilities

The successful person will be responsible for:

- Procurement planning, processes and adequate internal control environment
- Setting up contract agreements for various goods and services
- Advising on procurement options and mechanisms to ensure that the appropriate method is utilized to approach the market for goods and services
- Full compliance with policies, procedures and regulation of Supply Chain Management
- Compiling bid documents for competitive bidding processes
- Managing the receiving and opening of bids
- Coordinating and administering bid and participating in evaluation and adjudication processes
- Maintaining a contract audit trail
- Updating contract register monthly
- Contract management of all contracts and monitoring them to ensure contract period or contract amount are not exceeded.
- Providing advice and guidance to internal customers on SCM matters and new National Treasury updates.
- Providing input for SCM policy updates.
- Develop/update SCM strategy in relation to sourcing strategies, commodity management, database management and SCM Operational plan
- Manage and supervise work of three SCM officers and SCM section through development/ update of policies, procedures and necessary compliance checklist

- Preparing minutes of bid committees, reports of bid committees
- Monthly SCM management reports, accurate filing procedures and reporting requirement of the National Treasury

Qualifications Requirements and Experience

- A minimum of a Bachelor's degree in Supply Chain management
- Post graduate degree in supply chain management will be an added advantage
- 2-3 years' experience at supervisory level in procurement and supply chain management.

Knowledge and Skills

The following minimum knowledge, experience and skills are required for this position:

- Working knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (Act no 5 of 2000),
- Working knowledge of Supply Chain Regulations including latest issued ones, policy development and procedures.
- In depth experience and understanding of latest SCM prescripts, directives, bid committees including relevant guidelines and also processes.
- Proven knowledge of project management, understanding processes of drafting bids and report writing.
- Understanding of the SETA environment and regulations governing the SETAs will be an added advantage.
- Knowledge of dealing with auditors in relation to the SCM matters and understanding of working with governance structures.
- Proven and or traceable record of managing a team in a SCM environment or department.

Additional Competencies

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgement and decision making
- Presentation skills
- Financial management skills
- Strategic thinking
- Report writing
- Organising and prioritising
- Developing relationships
- Proactive communication
- Networking

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Particulars of advertiser:

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: procurementofficer@tianaconsulting.co.za

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**

- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**