

Job Specification

Job Title	SCM Officer (DTPC Programme 1, 3, 5, 6, 7 and JV)
Category	Permanent Position
Division	Finance
Reporting To	Financial Analyst
Job Level	Paterson Grade C3
Job Purpose Statement	<p>To facilitate the effective procurement of goods and services for DTPC Programme 1, 3, 5, 6, 7 and JV, through confirmation of specifications; and obtaining and comparing appropriate quotations that comply with the requirements of the PFMA.</p>
Key Performance Areas	<p>Acquisition Management (Both DTPC Programme 1, 3, 5, 6, 7 and JV)</p> <ul style="list-style-type: none"> ● Complete the full acquisition process manually or through an automated procurement system ● Receiving of the request for authorisation to procure (ATP) through the e-workflow system or manual in the case of the JV ● Ensures that authorisation to procure has a specified budget and budget computation ● Check the attachments by the user components and that the motivation for the purchases is appropriate and justified; ● Determine the completeness of the specifications provided by the user department ● Responsible for obtaining for signatures on the ATP in the case of a manual process ● Responsible for preparing of all RFQ's <ul style="list-style-type: none"> ○ Less than R 2000 ○ Between R2001 and to R 9 999.99 ○ Between R 10 001 to R 29 999.99 ○ Above R 30 000 to R 500 000.00 ● Sourcing suppliers from the Central Supplier database and only under exceptional cases, those that are not registered. ● Responsible for issuing of all RFQ to the relevant suppliers <ul style="list-style-type: none"> ○ Less than R 2000 ○ Between R2001 and to R 9 999.99 ○ Between R 10 001 to R 29 999.99 ○ Above R 30 000 to R 500 000.00 ● Attendance of briefing/site meetings ● Preparation of briefing notes and minutes ● Prepare compliance checklist for quotes/proposals received <ul style="list-style-type: none"> ○ Less than R 2000 ○ Between R2001 and to R 9 999.99

	<ul style="list-style-type: none"> ○ Between R 10 001 to R 29 999.99 ○ Above R 30 000 to R 500 000.00 ● Receive compliance schedule for Compliance team for further processing. ● Ensuring suppliers are not on the tender defaulter list of National Treasury and list of restricted suppliers ● Evaluate all responding quotations in terms of quality, price, terms, deliveries and services; <ul style="list-style-type: none"> ○ Less than R 2000 ○ Between R2001 and to R 9 999.99 ○ Between R 10 001 to R 29 999.99 ○ Above R 30 000 to R 500 000.00 ● Invite TEC members and co-ordinate the functional evaluations ● Prepare documents for functional evaluations ● Facilitate functional evaluation of RFQ ● Prepare evaluation reports for all the quotations/proposals received ● Obtain all signatories on the evaluation reports ● Price negotiations with suppliers ● Prepare concluding reports after price negotiations with suppliers ● Responsible for follow ups with service providers ● Liaison with service providers relating to queries of RFQ's issued ● Providing user departments with regular updates on the procurement process ● Recording of the purchase orders on the evaluation forms ● Updating of the RFQ Register ● Notification of suppliers, internal users and contracts(where applicable) of the successful service provider ● Notification of unsuccessful suppliers ● Advertise RFQ's on the CIDB website ● Prepare less than 3 quotes memo's and obtain all signatories on the memo's ● Invite suppliers for de – briefing on RFQ's submitted
<p>Supply Chain Management (Both DTPC Programme 1, 3, 5, 6, 7 and JV)</p>	<ul style="list-style-type: none"> ● Issuing of RFQ numbers ● Updating and maintenance of the RFQ register ● Responsible for the maintenance of the supplier database ● Responsible for sourcing new suppliers ● Responsible supplier registration forms to new suppliers ● Responsible for filing all completed and/or cancelled RFQ's ● Liaison with user department in terms of procurement process

	<ul style="list-style-type: none"> ● Responsible for expediting of RFQ's. ● Responsible for guidance on correct and effective acquisition approach. ● Receive and analyse all procurement system user queries
Order Execution and Administration	<ul style="list-style-type: none"> ● Coordinate with suppliers to ensure on-time delivery ● Provide feedback to suppliers with regard to any performance-related complaints ● Monitor and evaluate supplier performance against specification-based indicators ● Handle and monitor claims to vendors for defectives, short-delivered or missing parts/products ● Ensure provisioning standards relating to delivery timing, quality standards and specification adherence are met ● Investigate and respond to supplier queries relating to specific quotations
Logistics	<ul style="list-style-type: none"> ● Expediting on all orders issued ● Ensure the delivery of goods are accurate and according to DTPC requirements ● Ensure on time delivery ● Receiving of stationery for Corporate Services
Reporting	<ul style="list-style-type: none"> ● Weekly reporting on status of procurements for DTPC Programme 1, 3, 5, 6, 7 and JV
Qualifications, Knowledge, Skills and Behavioural Competencies Required	<ul style="list-style-type: none"> ● Degree or equivalent qualification in Finance, Procurement or Supply Chain Management ● 3-5 years' experience in Supply Chain Management or Procurement ● Advanced MS Office skills, specifically MS Excel ● Knowledge of the PFMA and treasury regulations as it pertains to a schedule 3C or 3A Provincial Public Entity or National and Provincial Departments ● Knowledge of related legislation e.g. CIDB, PPPFA, NEC, BBBEE and others ● Knowledge of the functioning and composition of the various Supply Chain Management Committees according to national and provincial regulations ● Ability to be adaptable to a changing work environment ● Understand and exemplify ethical behavior and ethical business practices ● Being a team player who is able to build relationships and value diversity in business ● Ability to network at all levels, communicate effectively (oral and written) ● Honesty and discipline ● Good planning and organizing skills

Opening Date	16 September 2020
Closing Date	9 October 2020
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; ● Verification Checks; and ● 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R375,547 – R525,790 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>20 Working days leave per annum.</p>
Application Forwarding Details	<p>Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>