

Job Specification

Job Title	SCM Compliance Officer
Category	Permanent Position
Division	Finance
Reporting To	Senior Manager: SCM
Job Level	Paterson Grade C3
Job Purpose Statement	<p>To ensure an effective procurement of goods and services for DTPC and compliance to the SCM Framework and Regulations. To co-ordinate and conduct compliance reviews on all RfQ's and RfP's received by DTPC and LMJV by applying principles embedded in the SCM legislation.</p>
Key Performance Areas	<p>Compliance of RFPs, RFQs and Database Applications</p> <ul style="list-style-type: none"> • Inspects the procurement documentation received from bidders for quotes (less than R500k) to ensure they adhere to all compliance requirements. • Conduct the compliance review and prepare the compliance template for all RfQ's and RfP's. Customise the template as required. • Diligently scrutinise documents to identify fraudulent documentation. • Understand the regulations for each industry when auditing/checking for compliance. • Compare documents to BAC principles and check that it is compliant. • Creates a compliance checklist for all RFQ's above R30k. • Re-compute the point calculation for technical evaluation and price points calculations as per the final evaluation report. • Prepares the compliance checklist for all RFP's above R500k • Complete the compliance checklist for all competitive bids. • Identify areas of non-compliance. • Assess which areas of non-compliance result in termination and which areas can accommodate bidder clarification. • Draft clarification queries to bidders. • Co-ordinate issuing of clarification and receipt of submissions • Monitors and evaluates procedural compliance to procurement processes. • Review the RFP/Bid procurement files. • Check that the bidders price has been completed accurately. • Verify the accuracy of the RFP ad RFQ registers trackers. • Check the entire file that the SCM Officer compiled for completeness, before it can be filed. • Assists in drafting minutes and all procurement reports for all procurement committee's when

<p>Qualifications, Knowledge, Skills and Behavioural Competencies Required</p>	<p>required.</p> <ul style="list-style-type: none"> ● Assess validity of bid committee members and prepare appointment letters to all committee's. ● Co-ordinate meetings for various procurement committees and design timeline to ensure compliance with SOP. ● Conduct reviews on all RFQ's to ensure procurement process was followed. ● Inspect the RFP and RFQ register on a regular basis for accuracy, completeness and validity of data reflected in the registers using the appropriate audit methodology. ● Complete/Review monthly deviation reports. ● Conduct full compliance of all SCM files before they are closed. ● Re-computation of pricing for all RFQ's and RFP's. ● Conduct pricing analysis to enable the value for money process to be undertaken. ● Conduct Compliance review for all outsourced procurements. ● Prepare and send out letters of non-award for all tenders. ● Perform declaration of interest checks, National Treasury restriction database and Defaulters list for all recommended bidders ● Conduct price reduction negotiations for RFQs. <ul style="list-style-type: none"> ● Degree in Finance or Auditing ● Completed articles, will be advantageous ● Minimum of 3 years' experience in Auditing, or 5 years experience in Supply Chain Management ● Experience in internal audit or external audit is essential ● Knowledge of the PFMA and treasury regulations would be required ● Knowledge of related legislation e.g. CIDB, PPPFA, NEC, BBBEE and other, will be advantageous ● Advanced MS Office skills, specifically MS Excel and MS Word ● Report writing and minute taking ● Meticulous and pays attention to detail ● Organised individual that can work under pressure ● 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)
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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>