

CALL FOR APPLICATIONS: SCM Assistant
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE B3, SALARY TBA TOTAL COST OF EMPLOYMENT)

Constitution Hill Development Company seeks to appoint a **SCM Assistant** to provide administrative support to the supply chain management section to facilitate operational effectiveness and efficiency in line with policy, procedures, processes and legislation.

Key Accountabilities:

- Collate necessary information relating to procurement of goods and services as prescribed by line management.
- Ensure submission register and purchase requisitions by user departments are signed by relevant authority prior to sourcing of goods and services
- Coordinate all documentation relating sourcing of quotations, evaluation of quotations as per prescribed legislation and regulations.
- Produce purchase orders as prescribed
- To assist with the tracking of contracts as reflected in the contract register
- Receive queries within the section and escalate for solution.
- Liaise with other departments to assist with follow up on supplier outstanding invoices
- Capture relevant data in the system and assist with updating of the Supply Chain Management database
- Ensure that suppliers details are up to date e.g. Tax Clearance Certificate, BEE Certificates
- Assist with maintaining accurate records of communication with the suppliers and customers as appropriate
- Assist with writing of minutes for Bid Evaluation, Bid Specification Committee meetings and circulating to attendees as prescribed.
- Seek feedback on supplier performance from stakeholders and users as prescribed
- Ensure that all procurement processes have been followed and complied to before purchase orders are issued.
- Ensure that information on quotes submitted is accurate and reconcilable
- Assist with handling of queries to facilitate relationships with internal stakeholders.
- Collate necessary information for submission to line management to facilitate regular performance summary reports
- Assist with updating the PR Status report and/or BEE report
- Do all filing and maintain records of the section as prescribed.
- Collate all necessary information related to audit queries, comments and related issues.

Qualification and Experience:

Grade 12 plus Relevant qualification with 1 year experience in similar environment.

To be considered for this position, the following is considered **essential**:

- Understanding of the National Treasury SCM Guidelines and regulations
- Understanding the Code of Good Practice
- Understanding of Preferential Procurement Framework
- Computer Literacy, Problem solving and Administrative skills
- Verbal and written communication

Preference will be given to people with disabilities, women and under-represented groups to promote Employment Equity within the group.

The closing date for applications is **6 July 2018, 12h00 midday** and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to recruitment@constitutionhill.org.za

Constitution Hill reserves the right to make an appointment.