

CALL FOR APPLICATIONS: Supply Chain Management Coordinator
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE C5, SALARY R300 941 TOTAL COST OF EMPLOYMENT)

Constitution Hill Development Company seeks to appoint a **Supply Chain Management Coordinator** to apply relevant legislation, policies, procedures and processes to ensure procurement for ConHill, in order to facilitate achievement of objectives.

Key Accountabilities:

- Identify goods and services, analyse submissions for procurement of goods and services for contract purposes and related requirements.
- Review Terms of reference and submissions for procurement to ensure compliance with PFMA and Treasury regulations
- Manage Service Provider contracts (SLA) in terms of Contract Management Policies and ensure compliance with PFMA and Treasury Regulations.
- Coordinate contract reviews and monitor performance to ensure end-user and service provider adhere to contract management plan.
- Track contracts for renewal, review or for new bidding process well on time before expiry.
- Give necessary notice as per contracts before the expiry of the contracts as will be stipulated in the different contracts.
- Ensure that suppliers details are up to date and supported by valid documentation e.g. Tax Compliance Status, BEE Certificates
- Maintain accurate records of communication with the suppliers as appropriate
- Seek feedback on supplier performance from stakeholders and users
- Develop and implement a specific risk plan which covers, inter alia, contract variances, escalations and addendums. Manage the same as per legislation.
- Ensure that applicable legislation, policies and regulations are met.
- Manage and update the Supply Chain Management database and monitor BEE, SMME and Women Spend against target. Also establish strategic procurement plan to address specific procurement targets.
- Be a secretary to all Bid committees (i.e. BSC, BEC and BAC).
- Update end user on the procurement process
- Submit procurement reports on monthly basis and as when requested to stakeholders (i.e. GGDA Finance, ConHill ManCo, End-users)
- Provide guidance on the preparation of bid documents to ensure that they are in line with the relevant legislations and policies.
- Oversee the establishment and administration of Bid Committees (i.e. BSC, BEC and BAC).
- Liaise with internal stakeholders, external suppliers and service providers in respect of different SCM legislative requirements;
- Manage SCM staff, performance through effective coaching, mentoring, monitoring and ensuring compliance to policies, procedures, processes and related interventions.
- Analyse SCM contract value of threshold and perform spend analysis to determine the mechanism to be used for bidding and manage contract spent and monitor costs during contract performance.
- Manage procurement in line with user requirements
- Design a feedback mechanism for efficient coordination of supply chain management functions.
- Develop and implement a contract management plan/registers.
- Maintain records of interaction with service providers, suppliers and customers as appropriate;
- Ensure that procurement processes, procedures and systems are communicated as prescribed by policy.
- Attend to all audit queries, comments and related issues and ensure corrective action.

Qualification and Experience: Grade 12 plus Relevant Post Matric qualification. Knowledge of Public Sector Procurement. Minimum three years of experience in a SCM – contract and procurement environment.

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

- In depth understanding of the National Treasury SCM Guidelines for Accounting Officers/Authority, PFMA, Treasury Regulation instructions
- B-BBEE Act and the Code of Good Practice
- Preferential Procurement Framework
- Understanding and knowledge of the SCM Cycle which includes, Demand, Acquisition, Logistics and Disposal management
- Procurement and Contract Management
- Computer Literacy
- Analytical
- Decision making
- Negotiation
- Problem solving
- Planning and organisational skills
- Verbal and written communication
- Report writing

The closing date for applications is **25th May 2021 at 12:00HRS Midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

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

Constitution Hill reserves the right to make an appointment.