

**CALL FOR APPLICATIONS: SCM ASSISTANT
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE B3,
SALARY R 203 751.89 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

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for the above position is the **03 June 2022 12:00HRS midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted. "The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA".

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

Constitution Hill reserves the right to make an appointment.