



EMPLOYMENT OPPORTUNITY

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BS01/07/2017
Job Title:	Specialist: Supply Chain Management
Reporting Line:	Manager: Supply Chain Management
Full-time/Part-time/Contract:	Full-time position (Aligned to the SETA license period)

Remuneration: R420 000.00 – R540 000.00 CTC per annum.

The purpose of the role

To provide internal support service through the effective and efficient procurement process in line with the applicable SCM Legislation for public entities and drive compliance within the organisation

Main Responsibilities:

- To ensure that SCM processes of the BANKSETA are in line with the National Treasury Prescripts, Legislations that governs the SCM processes within public entities;
- To provide SCM advice and recommendations to line management on tender and quotation process which includes preparations of specifications/ terms of reference, bid documents, briefings session, bid evaluation/ adjudication, contract management, process amongst others;
- To provide the secretariat role to the Bid Adjudication Committee;
- Ensure SCM bid planner is updated, approved and sent to National Treasury on time
- To attend to all audit queries relating to the procurement of goods and services for the BANKSETA;
- To coordinate and facilitate training on any changes and updates within the SCM environment;
- To assist in the development and maintenance of appropriate SCM systems, internal controls and the SCM Quality Management System;

HEAD OFFICE

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Email: info@bankseta.org.za
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Waverley Office Park Phase 4
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Chiselhurst, East London, 5247

- To compile and submit the mandatory reports as required by National Treasury, DHET, DTI, etc.
- To assist in the annual review of the SCM policy for the BANKSETA.
- To ensure that contracts are effectively drawn up, managed, vetted, signed and controlled before the commencement of the project.

Competencies:

- Reliability
- Analytical thinking
- Writing and reporting
- Planning and organising
- Results and quality focus
- Interactive communication

Knowledge and Skills Required

- Knowledge of PFMA, PPPFA, BBBEE, National Treasury Guidelines and Prescripts and all other legislation governing SCM in the public entities;
- Knowledge of Demand and Acquisition and Contract Management.

Minimum Requirements

- 3-year post matric qualification in Supply Chain Management / Logistics or Purchasing;
- 4 years' SCM experience within a public sector;
- Proven experience of awarding & managing contracts.

Closing date for applications: **08 August 2017 at 16h30.**

Please direct all applications to specialistscm@bankseta.org.za

Enquiries to: silindilez@bankseta.org.za

Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETA's Employment Equity Plan

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