



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20240404/1699
Advert Reference Number:	DTP009/04/24
Job Title:	SCM Officer RFQ
Job Level:	C3
Vacancy Type:	External
Salary:	R424,700 to R594,600
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Finance
Number Of Posts:	1

Duties/Responsibilities:

#### Request for Quotation (RFQ) management

- Inspect the requisition (manual or online) submitted by the user department to determine whether the requirement for the purchases is appropriate and approved;
- Coordinate with User Departments, regarding the exact specifications for goods and services and the scope of work;
- Confirm and compile the specifications in accordance with the DTPC policy and procedures;
- Submit the RFQ document to the SCM Financial analyst for review and address all review queries;
- Identify the suppliers from the database to whom the Request for Quotation (RFQ) will be sent;
- Request quotations from approved suppliers on Central Supply Database (CSD), after the RFQ has been reviewed;
- Conduct briefing sessions and site visits/inspections
- Coordinate the quotations received, ensuring they meet the specification and submission requirements;
- Verify the validity and inclusion of all requisite supporting documents;
- Notify suppliers of deviations in specifications and/or other requirements;
- Make recommendations to withdraw RFQ's under specific circumstances and to re-request when necessary;
- Evaluate all responding quotations in terms of quality, price, terms, deliveries and services;
- Facilitate functional evaluation of RFQs;
- Co-ordinate and evaluate RFQ's requiring technical assessment by the Technical Evaluation Committee (TEC)
- Calculate price and preference points as applicable;
- Prepare the RFQ Recommendation report for review and approval
- Prepare the RFQ Concluding Report for review and approval
- Engage with user departments to indicate the progress of their requisitions.
- Source quotations from suppliers contracted on existing DTPC Panel Contracts
- Submit all evaluated RFQ's for purchase orders (or contracts) approval with all related documentation in accordance with DTPC policies and procedures; and
- Source quotations from approved Transversal Contracts that DTPC is participating in.

#### Order Execution and Logistics (to be removed once the supplier logistics & disposal officer is appointed in 3-5 years)

- Coordinate with suppliers to ensure timely delivery of goods/services;
- Ensure the delivery of goods are accurate and according to DTPC requirements;
- Provide feedback to suppliers with regards to any performance-related complaints;
- Monitor and evaluate supplier performance against specification-based indicators;
- Assist in managing and following up all outstanding orders including overseas orders;
- Handle and monitor claims to vendors for defectives, short-delivered or missing parts/products;
- Ensure provisioning standards relating to delivery timing, quality standards and specification adherence are met; and
- Investigate and respond to supplier queries relating to specific quotations.

#### General Supply Chain co-ordination

- In conjunction with the user department(s):
  - oPlan and manage inventory levels of materials or products;
  - oIdentify critical parts/services where the procurement has to be expedited;
  - oIdentify challenges in previous deliveries or order executions and update the ToR's for new procurements to address these challenges;
  - oIdentify difficult to source goods/services and work on a sourcing strategy (refer to the demand manager for resolution)
- Measure the performance of all suppliers on a regular basis against key performance indicators.
- Ensure quotation prices are market related and that best prices are accepted.

#### Reporting

- Provide weekly reporting on status of procurements for relevant DTPC Programmes;
- Highlight challenges and escalate to the SCM Financial analyst; and
- Provide monthly reporting on procurement plan against procurements completed.

#### Qualifications and Experience:

- National Diploma in Finance, Procurement or Supply Chain Management (NQF 6)
- An Advanced Diploma or Degree will be an advantage
- 3-5 years' experience in Supply Chain Management or Procurement
- Code EB Driver's License

#### Essential Knowledge, Skills and Competencies Required:

- Computer Literacy (Ms office: Word, PowerPoint, Excel)
- Knowledge and experience in financial planning and forecasting
- Knowledge and understanding of Public Financial Management Act
- Knowledge of corporate governance principles
- Knowledge of Fraud prevention strategies
- Knowledge of relevant legislation, e.g. Construction Industry Development Board (CIDB), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE) and others
- Analysis and problem solving, Judgement and decision making, Information seeking, industry awareness, Stress tolerance, Drive and persistence, Organisational commitment, Integrity, reliability, Proactive communication, Written and oral communication, Teamwork, Developing relationships, Organising and prioritising, Quality and detail focused, Initiative.

#### Additional Information

## Recruitment and Selection Process

The process will consist of the following steps:

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.

## How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 26 Apr 2024

## Disclaimer

## DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

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If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.