



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240404/1705
Advert Reference Number:	DTP005/04/24
Job Title:	SCM Officer RFP
Job Level:	Paterson C4
Vacancy Type:	External
Salary:	R511,000 to R715,400 Total Cost to Company, inclusive of: oR750 Medical Aid Allowance per month. oCompany Contribution to Provident Fund and Approved Group Risk Benefit. Cellphone allowance of R951 per month. Non-guaranteed performance bonus. 20 Working days leave per annum.
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Finance
Number Of Posts:	1

Duties/Responsibilities:

To ensure the effective facilitation of the procurement process for goods and services (Request for proposals), procured in line with the applicable legislation.

Co-ordination and RFP Secretariat of various Procurement Meetings

Receive and review the TORs including the specifications, drawings, budget computations, gap analysis from the User departments.

Co-ordinate and schedule standing meetings for the Bid Specification committee, Bid Evaluation committee and Bid Adjudication committee meetings;

Prepare and circulate all documentation to be tabled to the Bid committees for all meetings;

Prepare and distribute attendance registers, Declaration of interest forms, scoring evaluation sheets, TORs, Technical report, Capability statements, etc., for the meetings. The Acquisition Manager reviews this documentation prior to these meetings.

Facilitate the approval of Appointment letters for all bid committees by the CEO.

Co-ordinate briefing / site sessions for all RFP's.

Draft minutes for the Bid Adjudication Committee, 4 x Bid Specification Committee and 2 x Bid Evaluation Committee meetings ensuring all matters are recorded in context and accurately (as these form primary sources of evidence for appeals tribunal, court, public protectors, auditors, etc), to be submitted for review to the Acquisition Manager.

Solicit signatures from members for the reviewed minutes / reports when they have perused / approved the documentation.

Compile concluding reports for the review by the Acquisition Manager, etc. for approval by the various committee members.

Assist the Acquisition Manager with presentation of bid document to the BSCs and update all necessary changes required.

Assist on an adhoc basis with the facilitation of BSCs and BECs when the Acquisition Manager is on leave

Managing the Updating of RFP Register / Tracker

Add new requests (RFP numbers) for Authorisation to Procure for goods / services onto the RFP register.

Update the RFP register (DTPC & LMJV) on a daily basis with any changes in dates, names, status of procurement, etc.

Email the updated register on a weekly basis (every Friday) to the CFO, Senior Manager SCM, Acquisition Manager, Snr Manager Contracts, Snr Manager Financial Reporting, SCM Compliance Manager / Officer.

Facilitate the appointment of committee members (LMJV) from the CFO and upon receipt of these names and update the RFP register.

Open and manage the correspondence file for all RFP's that have been added onto the register and update the file according to the progress of the procurement.

Bid Process (RFP's) Administration

Process all ATPs for the advertisement in the media for publication of RFPs (awards, cancellations, bids received, adverts as per regulation).

Print and issue out bid documentation (including collation of the CIDB tender documents) to bidders that have responded to the adverts after confirmation of receipt of their payments.

Compile the Bids purchased register and verify on the bank statements that payments for Bids have been received by DTPC. Issue bid documentation to bidders once they have paid in full. Reconcile payments with the bank statements prior to releasing of the bid document to the bidders.

Conduct and facilitate briefing / site sessions for all RFP's.

Confirm that bidders who have paid for the documents attend for the briefing / site sessions and sign off on the relevant registers.

Receive queries and co-ordinate clarifications and responses to bidders within the stipulated turnaround times.

Issue briefing notes to the bidders that have attended the briefing sessions.

Compile the BEC recommendation and concluding reports for submission to the Acquisition Manager for review.

Compile and submit the Master Accounts file form for new RFP suppliers to Accounts Payable to add onto their system.

Monitor the queries inbox to ensure all queries are addressed within the stipulated turnaround times

Supply Chain Co-ordination

Co-ordinate meetings for the Acquisition Manager with bidders/potential bidders and assist them with their meetings, documentation (e.g. debriefing; query clarification), etc.

Facilitate briefing sessions for all RfP's.

Facilitate the process for advertisement of bids in the relevant media.

Publish the advertisement (Tenders / Bids awards / Bid cancellation / Bids received) in the relevant media.

Submit tender documents (and other documentation) to the Provincial Treasury for pre-tender compliance reviews.

Monitor the appeals inbox to ensure all issues are addressed within the stipulated turnaround times.

Compile the bid file to include all relevant documentation, approvals and correspondences to ensure that the file is complete for review by the Acquisition Manager and thereafter handover to the SCM Compliance Officer for audit readiness

Qualifications and Experience:

National Diploma (NQF Level 6) in Procurement or Supply Chain Management.

Advanced Diploma is an advantage.

3-5 years' experience in a Supply Chain Management / Procurement.

Relevant experience in application of the Public Finance Management Act (PFMA), Treasury Regulations and SCM prescripts as it pertains to a schedule 3C Provincial Public entity.

Advanced MS Office skills, specifically MS Excel.

Essential Knowledge, Skills and Competencies Required:

Knowledge of legislation e.g. PFMA, Treasury Regulations, PPPFA, CIDB, BBBEE and other SCM prescripts.

Knowledge of the functioning and composition of the various Supply Chain Management / Procurement Committees, according to national and provincial regulations.

Code EB Driver's License

Additional Information

Analysis and problem solving, Information seeking, Systematic thinking, Organisational awareness, Cross-cultural awareness, Integrity, Reliability, stress tolerance, Flexibility, Drive and persistence, Proactive communication, Written communication, Oral communication, Teamwork, Impact & credibility, Organising and prioritising, Results focus, Quality focus, Detail focus, and Customer focus.

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

Closing Date : 26 Apr 2024

Disclaimer

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- 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.

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