

Advertisement

Procurement and Tender Administrator

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Procurement and Tender Administrator**, who will report directly to the **Supply Chain Manager** and be based at the Head Office in Centurion.

Grading: (Role Band: C2)

Key Scale: R 344 995 (Total Cost to Company)

The role of this position is to:

To provide efficient, effective and sound administrative support and services to the Supply Chain Management Unit.

Key Performance Areas will include but not limited to the following:

- Provide support and assistance on the procurement of goods and services ensuring compliance to SCM policies, processes, procedures and legislation
- Compile weekly procurement reports
- Efficiently make logistical arrangements and coordinate meetings and events
- Accurately take minutes at meetings and ensure the timeous dissemination of approved minutes
- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Provide logistical support pertaining to tender meetings, briefing sessions and travel arrangements
- Accurately record and track the budget for the unit
- Assist with supplier verifications ensuring all protocols are adhered to and policies, procedures and processes are followed
- Assist with compiling documentation ensuring instructions are accurately completed and work is delivered of excellent standard
- Efficient and accurate up-to-date invoice processing and petty cash management ensuring compliance with SETA policies and procedures
- Track and monitor all payment documents submitted to Finance
- Follow-up with suppliers for monthly statements and liaise and notify suppliers with regards to payments
- Attend to stakeholder queries and provide feedback, ensure Manager is informed of the status
- Assist with preparations for the internal and external audits
- Assist with month end reporting
- Ensure all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, execute ad hoc projects
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Supply Chain Management
- 2 Years relevant experience
- Good understanding and interpretation of applicable legislation within the SCM environment in particular Public Financial Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its most recent regulations as well as guidelines, notices and instruction notes issued by the relevant authorities from time to time
- Up-to-date knowledge and understanding of new developments and strategies in the procurement and SCM environment

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za The closing date for applications is: **15 July 2023**