

Advertisement

Procurement and Tender Specialist

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

Grading: (Role Band: C4)

Salary: R527 769 (Total Cost to Company per annum)

The role of this position is to:

Efficient and effective procurement and acquisition of goods and services for the SETA ensuring compliance to policies and procedures, regulations, legislation and ensuring tender requirements are met within the specified time frames, most cost effective pricing, delivery and alignment on specifications with sound transparent systems and adherence to all controls

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

- Facilitate the management, coordination and administration of the bid specification process ensuring the efficient and effective acquisition of goods and services aligned with specifications and in compliance with policies, procedures, regulations, legislations and PFMA and with sound governance and optimal transparency in all processes
- Efficient and effective coordination and administration of all allocated BID Committees (Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee)
- Efficient and effective utilization of the Central Supplier Database (CSD) to deliver on the SETA's needs and requirements, taking cognizance of the national footprint and the Preferential Procurement Policy Framework Act (PPPFA), whilst ensuring compliance to policies and procedures and legislation
- Provide support and professional advice to the business units, regions and provinces with regards to acquisition requirements and acquisitions to ensure compliance to PFMA and Treasury
- Assist with the development of the annual Procurement Plan ensuring the required budget approvals, suppliers/ vendor verification and requirements are pre linked to the approved budgets
- Continuously assist with tracking, monitoring and measuring Supply Chain Management performance against set standards and performance targets
- Review the performance of all appointed service providers in conjunction with the relevant Managers and ensure the procurement budget is effectively managed against the preapproved plan
- Ensure compliance to standard terms and conditions
- Report any irregular and unlawful deviation from prescribed standards and conditions
- Delivery on procurement needs and requirements within prescribed time frames with optimal alignment with specifications and cost effective pricing, ensuring compliance with policies and procedures and legislation
- Actively contribute to performance against set individual and respective Supply Chain Management service delivery targets
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date status on dedicated acquisitions performance

- Continuous knowledge-sharing and documentation of information with sound, efficient administration
- Close working relationship between the different divisions to ensure the continuous delivery on SETA's procurement and service delivery needs and requirements
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Supply Chain Management
- Bachelor's degree in Supply Chain Management will be an added advantage
- 3 - 5 years' relevant experience
- Excellent knowledge and understanding of Corporate Governance and Regulatory frameworks 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 email subject line.

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**