

## Advertisement

### **Specialist: Procurement & Tender x2**

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

**Grading: (Role Band: C4)**

**Key Scale: R 468 391- R 551 741** (Total Cost to Company)

#### **The role of this position is to:**

Coordinate efficient and effective procurement and acquisition of goods and services for the W&RSETA in compliance to policies and procedures, regulations, legislation and ensuring tender requirements are met within the specified time frames, 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
- Efficient and effective coordination and administration of all allocated bid committees (Bid Specification, Bid Evaluation and Bid Adjudication Committee)
- Efficient and effective utilisation of the Central Supplier Database to deliver on the SETA's needs and requirements, taking cognisance of the national footprint and the Preferential Procurement Policy Framework Act (PPFPA), whilst ensuring compliance to policies and procedures and legislation
- Provide support and professional advice to the business units and provincial offices on acquisition requirements to ensure compliance to PFMA and Treasury Regulations
- Assist with the development of the annual Procurement Plan ensuring that required budget approvals, suppliers/ vendor verification and requirements are pre linked to 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
- 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
- Continuous knowledge-sharing and documentation of information with sound, efficient administration
- Close working relationship between the different divisions to ensure the continuous delivery on the 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 the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its most recent regulations as well as guidelines, notices and instruction notes
- Up-to-date knowledge and understanding of new developments and strategies in the procurement and SCM environment

All applications must be accompanied by 6 months certified copies of all educational qualifications. 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 W&RSETA will give preference to candidates in line with the Employment Equity Plan.

NB: Please include the name of the post or reference on the subject line on the applications.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: **Libokanyo Khumalo (Senior Manager: HR) at [recruitment@wrseta.org.za](mailto:recruitment@wrseta.org.za)**. Correspondence will be limited to short-listed candidates only. The closing date for applications is **19 September 2021**