



# **SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

## **ADVERTISEMENT**

**Supply Chain Officer (1 Post)**  
**(REF: SC Off/2020/08/31-P)**  
**R356290 per annum excluding benefits**

### **MAIN PURPOSE OF JOB**

To provide a professional and compliant procurement process services which achieves timely, values for money, high stakeholder satisfaction, to take active lead role in the management of SACSSP supply chain, maintain the supplier database, examine existing procedures, and streamline activities to efficiently respond to user needs.

### **MINIMUM REQUIREMENTS**

- A diploma or degree in Supply Chain Management or related equivalent NQF qualification.
- Three (3) years' experience in Supply Chain Management in the public or private sector.
- Computer literate with excellent MS word, Access. Excel and PowerPoint.
- Knowledge of Sage Evolution will be an added advantage.
- Knowledge of SSP Act, B-BBEE Act and PPPFA, PFMA, Treasury Regulations and Supply Chain Management policies.

### **COMPETENCY REQUIREMENTS**

- Time management skills
- Planning and organising skills
- Analytical and problem solving skills
- Report writing skills
- Strong negotiation skills
- Communication skills
- Work well under pressure
- Strong work ethic

### **DUTIES:**

- Effective and efficient administration of the Supply Chain Unit
- Develop and review supply chain processes and procedures
- Management of tender processes
- Management of procurement services
- Supplier database management
- Budget management
- Administrative and technical support to Council internal and external stakeholders
- Asset Management

Inquiries: HR Officer: 012 356 8322

Note:

All posts are based in Pretoria.

All applications must include:

- Application form 1, indicating correct name of position and reference number of the position (which can be downloaded from the website),
- A detailed Curriculum Vitae,
- Certified copy of identity document,
- Certified copies of qualifications and
- Names and daytime contact details of at least three traceable referees (not from SACSSP).

**Please note that all shortlisted candidates will as part of the interview have to undergo a competency test.**

Please forward your application, quoting the relevant reference number (on application form 1 and envelope) for the attention of HR Office, SACSSP OFFICES, 37 ANNIE BOTHA AVENUE, RIVIERA, PRETORIA, 0084 / PRIVATE BAG X12, GEZINA, PRETORIA, 0031 BY 11 September 2020 .*No late applications will be considered. EMAILED APPLICATIONS WILL BE ACCEPTED*” .Applications can be emailed to [albertinaht@sacssp.co.za](mailto:albertinaht@sacssp.co.za)

If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application as unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, ICT check, qualification/study verification and previous employment verification). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don't meet the above requirements will be deemed as regret. Where applicable, candidates will be subjected to a skills/knowledge test. The SACSSP reserves the right not to make appointment(s) to the advertised post(s). *The SACSSP does not promote the employment of family, friends and relatives as stipulated in the HR Policy; it discourages such practices and promotes fair recruitment and selection process.*