



# SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

## VACANCY ANNOUNCEMENT

REF: SC OFF/2025/04/07

7 April 2025

(1 Position based in Pretoria/External)

### SUPPLY CHAIN OFFICER

R 335 457.72 per annum excluding benefits

#### MAIN PURPOSE OF THE POSITION

To provide a professional and complaint procurement process services, which achieves timely, values for money, high stakeholder's 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.

#### REQUIREMENTS

- A matric plus National Diploma/ Bachelor's Degree in Supply Chain Management or equivalent qualification rated at NQF Level 6 recognised by SAQA
- At least three (3) years of experience in the Supply Chain and Management environment
- Computer literate with advanced MS Office
- Knowledge of SAGE evolution will be added as advantage.
- Knowledge of SSP Act, B-BBE Act and PPPFA, PFMA, Treasury Regulations and Supply Chain Management policies.

#### Competency Requirements

- Time management skills
- Planning and organisation Skills
- Analytical problem solving Skills
- Report writing skills
- Strong negotiations skills
- Ability to write resolutions and execute
- Communication Skills
- Client orientation and customer focus
- Willingness to work extended hours, when necessary
- Integrity and honesty
- Ability to maintain confidentiality and exercise extreme discretion.

#### DUTIES:

- Effective and efficient administration of the supply chain
- Develop and/ or review supply chain process and procedures.
- Coordinate and consolidate organisational annual procurement plan
- Management of tender process
- Asses and mitigate SCM risks
- Ensure that all procurement activities are carried out in line with SACSSP finance and supply chain policies and procedures
- Generate all required all procurement documentation and maintain records and files.
- Generate purchase orders
- Prepare payment requests and collect all required documents to facilitate the payment submission
- Maintain and update the SACSSP supplier databases
- Management of contracts
- Provide administrative and technical support to council's internal and external stakeholders
- Keep and maintain asset register
- Assist with the year-end external audit.

- Attend extended management meetings, section 9 and 10 Committee meetings, professional boards and council meeting and meetings with external stakeholders when required to do so.

**Note:** All posts are based in Pretoria. Correspondence will be limited to shortlisted candidates only.

#### APPLICATIONS

All applications must include:

- Application Form 1 (which can be downloaded from [www.sacssp.co.za](http://www.sacssp.co.za)).
- Detailed Curriculum Vitae.
- Originally certified copy of identity document.
- Originally certified copies of all relevant qualifications.
- Names and daytime contact details of at least three traceable referees (not from SACSSP).

**Note:** All copies must be originally certified in the past three (3) months.

Please forward your application, quoting the relevant reference number on Application Form 1 and envelope, for the attention of HR Office, SACSSP, 37 Annie Botha Avenue, Riviera, Pretoria, 0084 / Private Bag X12, Gezina, Pretoria, 0031. Emailed applications will be accepted. Applications can be emailed to [albertinaht@sacssp.co.za](mailto:albertinaht@sacssp.co.za)

**CLOSING DATE is 25/04/2025.** No late applications will be considered.

#### NOTE:

All shortlisted will as part of the interview have to undergo a competency test.

If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was 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 South African Council for Social Service Professions reserves the right not to make appointment(s) to the advertised post(s). The South African Council for Social Service Professions does not promote the employment of family, friends and relatives as stipulated in the Human Resources Policy; it discourages such practices and promotes fair recruitment and selection process.

**Whites, Indians, Coloured and people with disabilities are encouraged to apply.**