

ROLE PROFILE: Supply Chain Management Specialist

JOB IDENTIFICATION	
Job Title:	Supply Chain Management Specialist
Patterson Job Grading	C 2
Department:	Supply Chain Management
Date Reviewed:	1 MARCH 2015
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	Supply Chain Manager
Full-time/Part-time/Contract:	Full-time
PURPOSE OF THE JOB	
To provide Specialist Supply Chain Management functions at INSETA.	
MAIN ACCOUNTABILITIES	
Responsibility:	Manage the Bid Procurement Process
<p>INSETA embarks on an open bid process where the provision of goods and services exceeds R500 000.00. This must be done in compliance with INSETA Supply Chain Management Policy, PFMA, and its Regulations, Preferential Procurement Policy Framework Act and Regulations, Treasury Regulations, practice notes, circulars and instruction notes, BBBEE Codes of Good Practice.</p> <ul style="list-style-type: none"> • Review the request for procurement by ensuring that it is on the INSETA Annual Procurement Plan and that there is an approved budget. • Prepare the list of the Bid Specification (BSC), Evaluation (BEC) and Adjudication Committee (BAC) members for CEO approval • Provide a secretariat service to all three committees which includes coordinating the meetings, recording the proceedings, compiling pro-forma documents, minutes and reports and provision of SCM advice. • Provide the bid document and bid advert which was finalised by the BSC to the CEO approval • Coordinate the placement of the advert and all required documents on the INSETA Website, Government Gazette and relevant media • Coordinate bid briefing session where required • Manage queries related to the bid including placement of the summary of queries on the website • Overseeing the bid closing process for compliance and conduct a pre-bid evaluation for compliance with all SCM requirements and prepare a report thereon for the Evaluation Committee • Conduct reference and compliance checks on the recommended provider by the BEC. (previous work done, restricted tender database, tender defaulters, tax clearance and BBBEE Certificate Validity) • Assist in price negotiations where applicable • Prepare for the award and regret letters for the CEO's signature after BAC and attend to award publication on the website, Government Gazette and media 	
Responsibility:	Manage the range of Procurement processes for quotations that have to comply with the Preferential Procurement Policy Framework Act (from R30 000.00 and less than R500 000.00)

	<p>INSETA embarks on a preferential procurement process in terms of the PPPFA (80/20 preference point system) where the provision of goods and services exceeds R30 000.00 and less than R500 000.00. This must be done in compliance with INSETA Supply Chain Management Policy, PFMA, and its Regulations, Preferential Procurement Policy Framework Act and Regulations, Treasury Regulations, practice notes, circulars and instruction notes, BBBEE Codes of Good Practice.</p> <ul style="list-style-type: none"> • Review the request for procurement by ensuring that there is an approved budget and assess the methodology of procurement (closed procurement or open procurement). • Prepare the list of the Bid Evaluation (BEC) and Award Committee (BAC) members for CEO approval • Provide a secretariat service to all committees which includes coordinating the meetings, recording the proceedings, compiling pro-forma documents, minutes and reports and provision of SCM advise. • Provide the Request for Quotation (RFQ) document and RFQ finalised by the SCM in conjunction with the Divisional Manager to the CEO approval • Send the RFQ advert and all required documents out to the identified providers and manage queries related to the RFQ including supplying all providers with a summary of queries • Coordinate bid briefing session where required • Overseeing the RFQ closing process for compliance and conduct a pre-RFQ evaluation for compliance with all SCM requirements and prepare a report thereon for the Evaluation Committee • Conduct reference and compliance checks on the recommended provider by the BEC. (previous work done, restricted tender database, tender defaulters, tax clearance and BBBEE Certificate Validity) • Assist in price negotiations where applicable • Prepare for the award and regret letters for the CEO's signature after BAC • A public procurement process will be applied in circumstances where providers for specific goods/services are unknown.
Responsibility:	Monitor and verify all INSETA procurement for compliance
	<p>INSETA embarks on a written price quotation procurement where the provision of goods and services is below R30 000.00. This must be done in compliance with INSETA Supply Chain Management Policy, PFMA, and its Regulations, Treasury Regulations, practice notes, circulars and instruction notes.</p> <ul style="list-style-type: none"> • Review the purchase order by ensuring that there is an approved budget and assess the methodology of procurement for compliance. • Ensure that the relevant manager with the delegations has signed off the approved quotation.
Responsibility:	General Administration and reporting
	<ul style="list-style-type: none"> • Assist with providing documents to the Auditor General's and Internal Audit representatives during INSETA audits • Advise the CEO, INSETA Staff and stakeholders about SCM procedures.

<ul style="list-style-type: none"> • Assist in compiling the INSETA SCM checklist for inclusion in the INSETA monthly management report • Compile and maintain all the reports required in terms of the INSETA SCM Policy and submit periodically to the relevant authorities (irregular expenditure register, fruitless and wasteful register, unsolicited proposals, exception reporting, contracts over R10 000 000.00 to the DTI, National Treasury and DHET reports, etc) • Record keeping of all activities both manually and electronically • Maintain an electronic procurement register for RFQs and Bids issued to monitor regular progress • Participate in divisional meetings, business planning and review processes at INSETA • Management of the INSETA Prospective Provider Database 	
REQUIRED QUALIFICATION	
Minimum Qualification Required:	NQF Level 6 B Degree and a Supply Chain Management qualification
Qualification (Preferred):	A postgraduate qualification (NQF 7) in the Financial, Legal or SCM fields
REQUIRED TECHNICAL / LEGAL CERTIFICATION	
Valid Driver's licence and own motor vehicle	
REQUIRED EXPERIENCE	
Minimum of 2 years' experience in a specialist capacity in the SCM field in a PFMA environment is crucial	
REQUIRED KNOWLEDGE	
<u>COMPETENCY</u>	<u>DESCRIPTION</u>
Supply Chain Management	Knowledge and understanding of Supply Chain Management and processes; internal controls; budgeting processes and internal and external audit processes
Legislative / Compliance / SCM	In depth knowledge of the PFMA; treasury regulations; PPPFA; BBBEE and other legislation impacting the organisations compliance requirements
REQUIRED SKILLS	
<u>COMPETENCY</u>	<u>DESCRIPTION</u>
Computer Skills	Advanced computer skills, include power point presentation and high level of written and verbal communication
Project Management Skills	Utilizing effectively the discipline of planning, organizing, and managing resources to bring a specific project's goals and objective to its successful completion.
People Management Skills	The ability to work in a team of people at various levels for optimal goal achievements
Analytical	The ability to analyse situations and to arrive at the best possible solution
Conflict Management	Ability to employ a range of skills like negotiation, mediation and diplomacy to eliminate conflict
Time Management	The ability to manage one's own time in the workplace efficiently through planning, monitoring, scheduling and prioritising one's functions

Communication	The ability to communicate effectively and efficiently at all levels in the organisation both in writing and orally
Interpersonal	The ability to interact with people at all levels in the organisation. It is important that the incumbent maintains professional relationships with all levels of stakeholders
REQUIRED ATTRIBUTES	
<u>COMPETENCY</u>	<u>DESCRIPTION</u>
Ethical behaviour	The incumbent occupies a position of trust will be required to live and exemplify the INSETA values. The incumbent will be required to advance the position of INSETA at all times and avoid all conflict of interest. As a person who provides advice to senior INSETA officials the incumbent must inspire trust and maintain the highest form of ethical conduct in his dealings with internal and external stakeholders
Attention to Detail / Detail Focused	The ability to attend to finite detail whilst executing outputs to ensure the quality of service delivery
Patience	The ability to listen and be empathetic to the needs and requirements of others
Pro-active	The ability to forecast occurrences and implement the necessary actions to overcome the occurrence
OTHER SPECIAL REQUIREMENTS	
The incumbent must be fully confident and capable of providing specialised advice on the SCM policy and processes	
DECISION MAKING	
<p>Challenges in the job</p> <ul style="list-style-type: none"> • Providing SCM advice to senior colleagues which might cause one to become unpopular (shoot the messenger syndrome) • Dealing with aggrieved stakeholders who might challenge SCM decisions • Working in a fast-paced environment with quick turn-around times • Maintaining focus while reviewing voluminous tender documents and policies <p>Resources utilised</p> <ul style="list-style-type: none"> • National Treasury/ Legal Advisors –available for incumbent to consult with in areas where specialist opinions required • Escalate problems to Corporate Services Manager and Chief Operating Officer <p>Planning cycle</p> <ul style="list-style-type: none"> • Macro – plan on a quarterly and monthly basis for execution of RFQs and Bid processes • Micro – on a daily basis execute job functions. 	
ACCOUNTABILITY	
<p>Jobholder accountability</p> <ul style="list-style-type: none"> • Pre-evaluation of bids for compliance • Provision of SCM advice orally and in writing • Approving SCM processes for compliance 	
COMMUNICATION	
<ul style="list-style-type: none"> • Can approve and send out own communications • Verbal – liaise with various parties, internal stakeholders, suppliers and service providers. Presentations to key stakeholders. 	

- Written – represent INSETA in written communications
- Sends emails as required

Forward your application letter supported by your CV to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 14 March 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted