



VACANCY

Title: Tender Officer
Location: Pretoria
Job Type: Fixed Term

Purpose of the role

To provide a driving support service by implementing policies, procedures and systems to deliver documents, transport staff and stakeholders and maintain the company vehicles in order to ensure the roadworthiness of vehicles, on time delivery and safety of passengers whilst representing SAMSA in a professional and responsible manner.

Key Responsibilities

- Coordinate the development of procurement planning in line with SAMSA's approved budget.
- Conduct market analysis and historical expenditure of all procurement related activities.
- Securing meeting to meet with cost centre managers to establish procurement needs as directed by their operational plans.
- Establish projects that will need SCM involvement with project leaders or Centre Managers
- Use the procurement to lead the drafting of specifications.
- Facilitate the BSC meeting to finalise and recommend specification for BAC approval.
- Maintenance and update the tender register.
- Ensure compliance with national Treasury, SAMSA Policy and internal control on all SCM processes.
- Compile specifications, together with the end-user, to source quotations/ proposals
- Ensure requirements are approved before the sourcing of the same.
- Deal with correspondence during the sourcing.
- Evaluation and approval of quotations/ proposals.
- Follow the procurement process in the evaluation of quotations/ proposals.
- Create and generate purchase orders.
- Compile procurement monthly submission reports.
- Monitor all regional contract and service level agreement.
- Vendor verification and compliance check according to National Treasury Regulations.
- Monitoring minimum and maximum stock levels/ re-order point.
- Monitor supplier performance and timely deliveries and make follow ups.
- Good/ service receipts on the system, invoicing and follow up on payments.
- Draft and finalise tender packs in compliance with the National Treasury Regulations.
- Ensure that tenders are advertised.
- Manage and coordinate the tender process and coordinate the tender briefings.
- Monitor the tender submission process.
- Receive proposal, open tender, and capture in the tender receipt register.
- Evaluate tenders with the BEC and recommend suitable supplier to the BAC.
- Assist the BAC in the preparation of the recommendation report.



- Develop and maintain a strong working relationship with the procurement team and relevant stakeholders to obtain necessary input, feedback and sign off on data or documentation.
- Management of data related to the tendering process.
- Liaises with Contract Specialist to provide contractual and compliance advice.
- Stays abreast of and communicates any changes on the requirement (specifications).
- Proactively identify and escalate any issues that arise.
- Occasional travel to client sites may be required in the development of specification and for briefing meetings.
- Maintain proper filing and safekeeping of tenders received.
- Ensure confidentiality of supplier information is stored safely.
- Maintain updated tender register.
- Maintain the register for all procurement of above R500 000.00 for both awarded tenders and award through deviations.
- Ensure reports are produced timeously, as required.
- Ensure that a proper filing system is maintained.
- Compilation of statutory report in terms PFMA and SCM Regulations.

Requirements

- National Diploma (NQF Level 6) in Supply Chain Management / Logistics / Public Management / Administration or Financial Business Management, 2 years should be at the supervisory or specialist level
- Chartered Institute of Procurement and Supply (CIPS) membership added advantage

Knowledge and Experience

- 5 to 7 working experience in Supply Chain Management, 2 years should be at the supervisory or specialist level
- Good understanding of the SCM Policy
- In-depth knowledge of supply chain end-to-end processes and best practice
- SCM system knowledge
- Good understanding of Public Procurement Legislation e.g. PPPFA, National Treasury Regulations, B-BBEE

Competencies

High levels of competence on the skills below is a requirement:

- The ability to communicate oral and written
- Policy application and understanding
- Project management
- Customer service and internal stakeholder management
- Able to work independently



Global e-Talent

