



**ADVERTISEMENT FOR POST : Senior Administrative Specialist (SCM)
CENTRE: HEAD OFFICE MAHIKENG**
SALARY: R294 366 pa.
REF NO: NWHC 06/24

REQUIREMENTS

- Matric plus NQF Level 5 Qualification in Supply Chain Management (SCM) plus 10 years' experience in Supply Chain Management.

Duties: Demand and Supplier Management

Engage departments to ascertain the organisations service and product demand requirements. Draft a comprehensive record of the organisations current, short-term and long-term demand/ sourcing requirements. Assess demand specifications and requirements in the light of budgetary constraints and policy prescripts. Monitor that procurement is done with legitimate and pre-approved suppliers and service providers. Monitor that the supplier database is maintained. Select suppliers in line with SMME development and partnership initiatives.

Tender Process Coordination

Facilitate the entire tender process, including the coordination of the Bid Specification Committee, the Bid Evaluation Committee and the Bid Adjudication Committee. Coordinate the evaluation of tenders and present their outcome to the departments. Facilitate the drafting of SLAs. Maintain the efficient administration and governance of the Tender process. Maintain effective and competitive Tender process as evidenced by optimal cost, quality and delivery of goods and services procured. Facilitate the achievement of BEE/ SMME sourcing objectives.

Acquisition

Review quotations from suppliers/ service providers (non-contract suppliers and service providers). Negotiate discounts on behalf of NWHC. Manage the administration of the payment process i.e. the recording of invoices and their distribution to departments for authorization and certification.

Supplier Audits and Performance Evaluation

Recommend suppliers to supply various supplies to the organisation. Monitor, evaluate and report on supplier performance. Receive proposals from vendors/ suppliers with regards to their products, and prices.

Competencies: Good report writing and analytical skills, innovative thinking and planning skills, ability to engage with senior staff within the organisation, ability to function independently, advanced computer literacy, good presentation skills and networking abilities, ability to work under pressure and meet deadlines.

The North West Housing Corporation is an equal opportunity employer. Preference would be given to candidates from the designated groups in line with the employment equity. NWHC reserves the right not to fill the advertised position should there be no suitable candidate identified. Candidates with foreign qualifications are responsible for the evaluation of their qualifications by SAQA. Candidates that **meet the outlined requirements** should forward your application letter and a comprehensive CV, certified copies of qualifications and ID document quoting the relevant reference number to: recruitment-scm@nwhc.co.za No hand or post applications will be accepted. Please note that correspondence will be limited to short-listed candidates. Applications received after the closing date will not be considered. **Closing date: 20 March 2024 at 16:30**



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