

THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 08 September 2024

CLOSING DATE: 13 September 2024

JOB TITLE: Supply Chain Management Officer (24 months contract)

REGION: Limpopo Regional Office(Polokwane)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Limpopo Cape Regional Office based in Polokwane.

The objective of the Position

The Supply Chain Management Officer will administrate the supply chain management processes in accordance with the Supply Chain Management (SCM) Policy and Plan to achieve high standards with respect to value for money; affirmative procurement; and rapid and efficient procurement of goods and services.

Key Performance Indicators

- Ensure that procurement and tendering processes are open, fair, and transparent in line with procurement legislation and promote the SMME sector.
- Develop and implement alternate ways to source to achieve improved cost, delivery, and cash flow.
- Ensure that all purchases are based on reasonable cost and integrity of suppliers' competition and selection.
- Ensure that the SCM activities support the business strategy and the day-to-day operations of the organization.
- Maintain procurement/ tender boxes to ensure that the boxes are cleared and cleaned timeously, as well as kept in good condition.
- Conduct a needs analysis of services and goods required in a financial year and make recommendations on how best to source those within the budget and resources constraints.
- Analyze and identify constraints in the current SCM processes, systems, practices, and policies to make recommendations on improvements and enhancements.
- Ensure the sourcing of the right product at the right time at the right price.
- Manage stores to ensure appropriate inventory control in the stores by reporting on stock levels, and sell.
- Ensure assets are properly recorded, barcoded, and are recorded to the correct asset class.
- Ensure proper procedures are followed for asset disposal and write-offs.
- . Compile adverts for registration of suppliers for goods and services on behalf of TMT.
- Register the companies on the database/list of vendors/suppliers.
- Ensure that the supplier database is maintained and updated as required.
- Recommend the removal of non-performing suppliers from the database to Management.
- Provide support in the establishment and review of Bid Committees in accordance with the SCM Policy.
- Provide support in the training and capacity building of Bid Committee Members.

- Provide support to the client/user departments in the compilation of specifications.
- Provide support in the calling and facilitation of tender briefing sessions.
- Provide support in the preparation of bid documents and recording of proceedings for Committees (specification, evaluation, and adjudication).
- Provide support in the administration and opening of tenders on behalf so that the registration, reading of process, and liaison with late tenders take place according to policy and procedure.
- Provide support in the adjudicating and awarding of contracts.
- Maintain and Update contracts register.
- Provide support in the preparation of evaluation of tenders, pre-award meetings (presentations by shortlisted service providers), and recommendations for awards.
- Ensure publication of awarded tenders per treasury regulations.
- Provide support by advising the Committees on the negotiation of contracts and pricing with suppliers to ensure that TMT receives competitive pricing.
- Provide support in the appointment of vendors, produce and issue purchase orders.
- Ensure that client/user departments are informed regarding procurement decisions.
- On receipt of the contracted services/goods, make inputs in the supplier payment process to ensure that service providers are paid within the agreed timelines/milestones of delivery of goods and services.
- Ensure that goods and services are sourced from suppliers/vendors who meet the requirements of BBBEE.
- Ensure that the correct preferential points are implemented during the Bid Evaluation process.
- Ensure that preferential procurement interventions are implemented.
- Conduct regular follow-ups with business units to ensure that they are implementing agreed interventions that will improve TMT's BEE rating.
- Coordinate the collection and collation of BEE information.
- Develop, interpret, and review contracts for accuracy and changes prior to bid and renewal.
- Participate in the verification of contracts for successful service providers.
- Ensure that contracts electronic/hard copy files are established and well maintained until close out and handover.
- Monitor and assess the supplier performance to ensure adherence to agreed contracts.
- Ensure that penalties are applied, and credits received for all targets not achieved by the suppliers and contractors.
- Participate in the review of price increases/adjustment.

Qualifications and Experience

- A National Diploma or Degree in Accounting or, Financial Management or, Supply Chain Management, or a related field is required.
- At least 5 years' experience as an SCM Practitioner using leading methodologies, practices, and processes.
- In-depth and demonstrable knowledge and understanding of supply chain management principles, processes, and function.
- In-depth and demonstrable knowledge and understanding of budgeting and financial management.
- Good working knowledge of auditing requirements.
- Understanding of the water sector legislative/regulatory environment.
- Proven experience in managing multiple stakeholders including service providers, communities, clients, and project teams is required.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B. Interested candidates must avail themselves at any date, venue, and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL-OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.