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## INTERNAL / EXTERNAL ADVERTISEMENT

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

REFERENCE NUMBER	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
2024/09/10	Goods Receiving Officer	Two (2) P13 R 383 807. 00 CTC per annum

**Reporting to: Senior SCM Officer**

### Purpose

To receive, verify and capture valid invoices received for goods and services acquired by the GPL

### KEY PERFORMANCE AREAS

#### KPA 1: Valid and verified invoices paid within 30 days

1. Establish and maintain (update) an Invoice Register daily.
2. Administer the Invoice email daily, prepare an invoice pack (match Purchase Order, Quotation and Invoice) and submit to the SCM Buyer for verification within 3 days of receipt.
3. Submit the invoice pack to the Vendor Administrator to verify banking details.
4. Receive a verified pack and capture the invoice and submit to Finance within 15 days of receipt of a valid invoice.
5. Maintain and Monitor the Invoice Report and follow up on outstanding invoices or Payments.
6. Maintain the 0-9 File/Expediting Report (follow-up on open Purchase Orders and generate a Report on PO yet to be paid and invoices yet to be received.
7. Liaise with Suppliers to request Statement of Account and Reconcile and reconcile Statement of Accounts for suppliers.
8. Administer and monitor reversed GRNs and correct.
9. Load all invoice packs on SAP.

#### KPA 2: Supplier invoice queries resolved within 3 working days of receipt

1. Resolve received supplier enquiries such as payment status, outstanding payments and Proof of Payment.

2. Liaise with End Users in terms of completeness of invoices, work completed and outstanding invoices.

### **KPA 3: Compliance to IPMS and HR Policies**

1. Prepare and submit a performance Work Plan with Personal Development Plan to Supervisor as per the signed agreement
2. Prepare Quarterly Performance Reviews and submit to Supervisor as per the signed agreement.
3. Adhere to the GPL Leave policy.

### **KPA 4: Ad hoc duties**

1. Perform any other function within the unit that may be assigned from time to time.

### **Required Key Competencies:**

- Planning and Organizing
- Data Verification
- Quality Assurance
- High Data Volume processing
- Office Administration
- Stakeholder Relations/ Customer Service
- SAP System Functionality
- Attention to detail
- Assertiveness
- Attention to detail

### **Knowledge and Skills**

- SCM Policy, Processes and Procedures and standards
- Finance Management for Parliament and Provincial Legislatures and related SCM Regulations
- Public Procurement Act and related Regulations
- SCM code of conduct
- GPL code of conduct
- Administration skills
- Computer Literacy
- Communication skills

### **Qualifications/Experience Required:**

- Grade 12 (Matric) certificate.
- A Certificate or additional qualifications in procurement will be an advantage.
- At least 1 year working experience, a minimum of 6 months must be in a goods receipt or invoice processing or invoice payment environment.

**Closing date for applications: 01 November 2024**

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment. If you do not receive any response from us within six weeks of the closing date, please consider your application as unsuccessful.

**This is a readvertisement. Candidates who have applied before need not reapply for this position.**

To apply for this position, submit your cv to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references) by navigating through the following web address: <https://www.gpl.gov.za/careers/>

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**

**Applicants must refer inquiries pertaining to the advertisement to Talent Attraction Specialist on the following email: [Mtshabadira@gpl.gov.za](mailto:Mtshabadira@gpl.gov.za)**