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INTERNAL / EXTERNAL ADVERTISEMENT

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

REFERENCE NUMBER	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
2024/09/11	Tender and Vendor Database Administrator	One P11 R504 076. 00 CTC per annum

Reporting to: Procurement Manager

Purpose

To provide administrative support to the Bid Committees, sourcing of suppliers from the Central Supplier Database (CSD) and Administer the SAP Supplier information.

KEY PERFORMANCE AREAS

KPA 1: Supplier Database (Payment Report) Submitted to Audit, Risk and Governance

1. Prepare a supplier payment report and submit to ARG in line with AGSA CAATs requirements.

KPA 2: Updated Audit Action Plan

1. Respond to Internal and External Audit Request for Information (RFI) with accurate documentation within 3 days of receipt
2. Implement audit recommendations to improve administration of vendors in the institution

KPA 3: Administer sourcing of complaint suppliers from CSD as per the requirements

1. Source suppliers from the CSD as per the requirements (Region, area and commodity)
2. Ensure that vendor database is categorized accordingly in terms of targeted groups such as People with Disabilities (PWDs), BBBEE, Youth ownership, Women, Township, etc.
3. Liaise with Public Participation and Partnership Unit to source additional suppliers through the Municipalities where services are required
4. Ensure that business opportunities are awarded to targeted groups of vendors (especially, Youth and PWDs)
5. Prepare and submit a Procurement Strategy Report to supervisor 2 days after month end.

KPA 4: Vendor Administration

1. Maintain the SAP Supplier database and information (load new suppliers, update supplier details (such as banking details, changed name).
2. Monitor suppliers and service providers performance in conjunction with line and flag poor performing suppliers to ensure that the GPL is doing business with performing suppliers & service providers.
3. Liaise with suppliers in terms of queries raised and submission of compliance documents (including updated banking details).
4. Facilitate and organise Supplier Open Days per Region as per the approved plan including inviting all relevant stakeholders and related logistical arrangements.

KPA 5: Provide Administrative Functions to the Specification and Terms of Reference (STOR) Committee and the Tender Evaluation Committee (TEC)

1. Prepare Tender Documents and related publications/advertisements after receipt of approved ToRs and submit to Supervisor for verification and sign off
2. Liaise with Communications for the advertisement of tenders on GPL social media platforms and applicable newspapers
3. Capture the advertisement and load tender documents on the Tender e-Portal and CIDB Portal (only for construction projects)
4. Conduct Tender Briefings either virtually or physically depending on the type of tender advertised
5. Close tenders and maintain the Bid Closing Register
6. Conduct Preliminary Administrative Compliance Evaluation (tax compliance, completeness of tender documents, etc.)
7. Liaise with Communication for the publication of the received bids on the GPL website
8. Update the Tender e-Portal with the list of bidders received and status of the evaluation process
9. Facilitate the and STOR and TEC meetings (Agenda, schedules and meeting minutes where applicable)
10. Prepare a comparative schedule for evaluated tenders and prepare TEC Reports for tenders evaluated
11. Liaise with communication for the publication of the outcome of the tender on the GPL website and social media and removal of the tender documents
12. Prepare Validity extensions (where applicable) or appointment letters and liaise with the successful service provider
13. Update the Tender e-Portal with the outcome of the evaluation and close the tender
14. Handover the tender to the End User (I.E., prepare a tender pack and submit the pack to the Line Manager to facilitate the contract process with Corporate Legal Advisor)
15. File the tender pack on the EDMRS System

KPA 6: Supplier performance and compliance queries resolved within 3 working days of receipt of complaint/query

1. Liaise with End Users to provide feedback in terms of services rendered or goods delivered.
2. Liaise with suppliers whose performance has been reported to be substandard and provide feedback to the End User.
3. Liaise with bidders in terms of extension of validity, appointment or request for additional information.

KPA 7: 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 8: Ad hoc functions

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

Required Key Competencies:

- Customer Service
- Quality Assurance
- Accountability
- Attention to Detail
- Confidentiality
- Office Administration
- Filing
- Database Administration
- Report writing

Knowledge and Skills

- Basic Financial Management
- Understanding all applicable Supply Chain Management Policies and related Regulations
- Customer service
- Administration functions applicable to tender administration
- Communication skills
- Report Writing skills
- Computer Literacy
- Planning and Organizing skills
- Quality Assurance skills

Qualifications/Experience Required:

- Grade 12
- Diploma or equivalent qualification in Procurement/Purchasing/ Supply Chain Management.
- Additional Qualifications in line with Job requirements will be an added advantage
- A minimum of 2 years' experience in database administration and tender administration
- Procurement experience will be advantageous

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 for internal candidate and 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