



GAUTENG
LEGISLATURE
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INTERNAL/EXTERNAL ADVERTISEMENT

SUPPLY CHAIN MANAGEMENT

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20250101	SCM Officer/Buyer	P10 R588 742 . 00 CTC Per Annum

Reporting to: Snr SCM Officer

Purpose: To procure goods and services on behalf of the organisation in line with the FMPPLA, SCM Regulations and related SCM Policy

KEY PERFORMANCE AREAS

KPA 1: Compliance with sound Financial Management practices within prescribed legislative requirements implemented

- Adherence to all applicable SCM Legislations and prescripts

KPA 2: Compliance with sound Financial Management practices within prescribed legislative requirements implemented

- Issue RFQ as per the RFV and specifications submitted
- Receive quotations and confirm compliance to the specification including supporting documents
- Compile a Comparative Schedule
- Request for CSD Report from Vendor Administrator
- Convert the Purchase Requisition into a Purchase Order
- Forward the approved Purchase Order and provide GPL contact details of the End User
- Receive and/or follow up on invoices
- Process valid received invoices and submit to the GRN Officer for processing
- Load all supporting documents on SAP
- Receive and update the Expediting List

KPA 3: Mutually beneficial relationship between GPL, Internal End Users and external stakeholders aimed at deriving Value for the Institution

- Liaise with the suppliers in relation to RFQs
- Liaise with End Users about the specifications and finalisation of quotations

KPA 4: Compliance to IPMS and HR Policies

- Prepare and submit Performance Agreement to supervisor and submit approved agreement to HR as per the due dates
- Prepare and submit Performance Assessment Reports and supporting POE to supervisor for review and discussion.
- Submit the approved Assessment Report and confirmed POE to HR as per the due dates
- Capture leave on SAP for approval prior to talking leave

Required Competencies

- Attention to detail, analytical and logical.
- Team player, approachable, receptive to feedback from others
- Adaptability and flexibility
- Able to build rapport at all levels, interact confidently
- Results orientated and deadline driven
- Ability to work in a culture diverse environment
- Assertive
- Integrity, honesty and confidentiality
- Self-motivated and energetic
- Strong work ethic
- Ability to work in a pressurised environment
- Responsible, reliable and dependable

Knowledge Required and Skills

- Public Procurement Act and related Regulations
- Financial Management of Parliament and Legislature Act (FMPPLA) and related SCM Regulations.
- Exposure to the Public Sector and/or Legislature environment.
- Basic Financial knowledge.
- Excellent communication skills (verbal and written)
- Problem solving skills
- Prioritising, ability to manage time effectively
- Good listening skills, actively clarifying what has been communicated to ensure understanding
- Strong organisational skills
- Independent worker.

Qualifications/Experience Required:

- Grade 12.
- National Diploma in Purchasing or Logistics
- Additional Qualifications in line with Job requirements will be an added advantage
- A minimum of 3 yrs overall experience
- A minimum of 2 yrs operational experience in Supply Chain Management or Procurement or as a Buyer/Sourcing specialist

Closing Date: 18 January 2025

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 shall 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.

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, not applications, pertaining to the advertisement to Talent Attraction Specialist on the following email: Mtshabadira@gpl.gov.za

Approved By: _____

Date: _____