



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:

SCM Officer Temporary Appointment (Demand and Acquisition)

Salary: R376 596.00 per annum (R31 383.00 per month all inclusive) (Ref. 2020/11)

Key Purpose:

The main purpose of the SCM Officer temp is to implement the USAASA SCM policy and procedures in a compliant and effective manner, in order for the SCM to meet the needs of the business.

Key Performance Areas:

Demand and Acquisition:

- Support the implementation of the approved SCM procurement plan by providing support to the organisation.
- Manage that the demand budget is complied with by reviewing demand requests and complying with the organisation budget exception procedures monthly
- Coordinate the completion of and develop specifications and / or terms of reference in line with the demand report and procurement plan on a monthly basis

Acquisition Management:

- Prepare bid documentation packs by receiving and checking ToR's/Specifications, verifying against the procurement plan / organisational budget, extracting and collating required compliance documentation in line with compliance checklist and submitting to line manager for approval on a monthly basis
- Quality review bid documents compiled by other staff, managing that bid documents accurately reflect the business and compliance requirements and are in line with the procurement plan / organisational budget on a monthly basis
- Manage that open bids are communicated accurately and timeously in the approved media channels by preparing the advertisement, securing approval and placing within the required deadlines and in line with SCM policy as required
- Undertake the pre-evaluation of submitted bids by applying the pre-evaluation checklist to all submitted bids, cross referencing against the bid register and preparing a summary report for management review as required
- Oversee that the Bid Adjudication Committee meetings are scheduled and coordinated by managing the scheduling of the meetings and the required attendees, preparing the documentation packs and undertaking required filing and record keeping of minutes and decisions made monthly
- Participate in the Bid Evaluation Committee meetings by attending scheduled sessions and providing input as required on a monthly basis

- Communicate bid decisions to internal and external stakeholders by preparing communications for approval in line with decisions made in Bid Adjudication Committee meetings and distributing as and when required
- Oversee that the quality and completeness of the list of prospective service providers for quotation based procurement is maintained and updated with new or additional service providers by completing the annual supplier database registration process and capturing information into the database on an annual basis
- Distribute closed tender Bid Documentation by identifying appropriate service providers and distributing documentation within required deadlines

Contract Management:

- Provide SCM support to the organisation to achieve delivery of the organisational strategy and objectives in line with the budget and procurement plan by preparing and issuing the letter award and submitting to Legal for contracting accurately and timeously on a monthly basis
- Maintain SCM records by processing all SCM related contracts and documents and managing that information and documentation is complete on a monthly basis
- Prepare suppliers performance evaluations / reports by engaging with the departments on supplier progress and reviewing project financial and narrative progress reports where required and preparing recommendations for the managers review and action on a monthly basis
- Implement required sanctions on suppliers in line with instructions received as required

Requirements:

- **Qualifications** • Matric, Diploma or equivalent in Supply Chain Management or Business Administration
- Competent computer literacy level

Experience:

- 3 - 5 years Supply Chain Management experience
- Public sector experience will be advantageous.
- 3 – 5 Experience on SAP

Applications:

Application letters accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity document, should be forwarded for the attention of Ms Thilly Maluleka to **recruitment@usaasa.org.za** or hand delivered to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

Closing Date: 15 November 2020

Enquiries: S Scheepers 083 408 3308

Note: Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful. Short-listed candidates must be prepared to consent and be subjected to necessary security vetting.