



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

e-mail: registrar@sanc.co.za

website: www.sanc.co.za

SANC Fraud Hotline: 0800 20 12 16

Cecilia Makiwane Building,
602 Pretorius Street, Arcadia,
Pretoria, 0083

Tel: 012 420-1000

Fax: 012 343-5400

Private Bag X132, Pretoria, 0001
Republic of South Africa

INTERNAL AND EXTERNAL ADVERTISEMENT

DEPARTMENT : FINANCE
SECTION : SUPPLY CHAIN MANAGEMENT
POSITION : ADMINISTRATIVE OFFICER: SOURCING (SCM)
ANNUAL CTC : R309 230.20
CLOSING DATE : 26 JUNE 2018 AT 16H30

MINIMUM REQUIREMENTS:

- A recognised 3 year Diploma/National Diploma in Business Management, Supply Chain Management, Logistics and Purchasing management qualification
- 3 years working experience in Supply Chain Environment actively performing SCM activities.
- Experience in supervising staff will be an advantageous.
- Valid driver's licence will be an advantageous

REQUIRED COMPETENCIES AND SKILLS

- Good knowledge of demand management
- Experienced in conducting market research and commodity analysis
- Experienced in developing specifications and terms of reference
- Experienced in database administration
- Good negotiation skills
- Understanding of contract related risk management
- Good knowledge of contracts
- Excellent interpersonal skills to manage relationships with internal and external customers
- Sound written and verbal communication skills
- Ability to engage with stakeholders at various levels
- Problem solving skills
- Customer-service orientated skills
- Computer literacy (working knowledge of Ms Office, Ms Word, Ms Excel, Ms Outlook)
- Good organisational skills
- Deadline driven
- Attention to detail
- Ability to perform under pressure
- Ability to work effectively in a team
- Supervisory skills
- Creative and innovative thinking
- Solid knowledge of Supply Chain Management principles
- Knowledge of B-BBEE, PPPFA and Treasury Regulations
- Ability to apply Supply Chain policies effectively

VISION: Excellence in professionalism and advocacy for health care users

KEY PERFORMANCE OUTPUTS:

The successful candidate will be responsible for the following key performance areas:

Demand management

- Assist with development of specification based on business needs
- Assist with conducting market research and commodity analysis
- Support Bid Specification Committee and ensure relevant documents are prepared.
- Co-ordinate annual end-users requirements and assist in compiling and implementing annual procurement plan
- Based on business needs, search for potential suppliers within preferred supplier lists and identify additional suppliers if not on preferred supplier lists through market analysis
- Optimize sourcing through market research/analysis in identifying new and advanced products and potential suppliers
- Maintain the effective and accurate supplier database
- Conduct due diligence of the new and existing supplier on the database and ensure that supplier status is tracked and corrective actions taken

Other function and roles:

Contract management

- Negotiate contract terms with service providers based on awarded bids, and facilitate contract development processes and signing
- Oversee contracts in line with regulatory requirements of SANC
- Maintain and monitor the contract register, and manage supplier performance and irregular expenditure
- Holding regular engagements with various service providers and other relevant stakeholders.
- Maintain accurate contract files for all service providers and ensure their safe keeping
- Evaluate and monitor contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations
- Provide administrative and specialist support services to business units pertaining contract management
- Responsible for housekeeping and catering function of Council
- Timely compilation of all required submissions, including relevant reports
- Assist with internal and external audit
- Assist with ad-hoc projects as may be determined by management
- Supervision and development of staff
- Estimate risks and advise on the possible mitigation strategies

NB: Applications must be completed in full on the prescribed form, obtainable from the South African Nursing Council (SANC) website. Alternatively the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, 0083. Applications can be e-mailed to careers@sanc.co.za alternatively applications can be send via post to The Human Resource Department, Private Bag X132, Pretoria, 0001 or hand delivered at 602 Pretorius Street, Arcadia, Pretoria

Incomplete applications or those that do not meet the above requirements will not be considered.

All applications must be accompanied by certified copies of all relevant educational and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

Please note that correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within two months after the closing date of this advertisement, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.