



**The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.**

### **INTERNAL & EXTERNAL ADVERT**

We have an excellent opportunity for the following professionals to join the Finance Division.

#### **Specialist Supply Chain (C3)**

**Reference Number: SSC/HO/04/02/25**

**Salary Level: R40 103 pm**

**FIXED-TERM CONTRACT: 12 MONTHS**

**HEAD OFFICE**

**Purpose:** The role is responsible for supporting the SETA's procurement needs by facilitating the procurement processes and ensuring compliance with established procedures and relevant regulations.

#### **Key Responsibilities**

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- Efficiently and effectively process procurement requests ensuring adherence to proper procurement procedures, processes in alignment with relevant prescripts
- Assist with the review of RFQ Reports, PPFA Scoresheets (RFQ pack)
- Review the accurateness of payment requisitions prior to allocation for Purchase Order generation
- Ensure accuracy of Purchase Orders
- Ensure TORs received are correct and update Procurement Plan Dashboard on receipt from project owner/s
- Ensure scheduling of Bid Specification Committee meetings
- Ensure project owner effects changes / corrections if applicable prior to approval of TOR
- Ensure correctness of tender advertisement after approval of TOR
- Assist with monitoring and ensuring correctness of Purchase Requisitions and Terms of Reference prior to activation of the procurement process
- Review accuracy of minutes on receipt from minute-taker for SCM Manager review and Bid committee chairperson approval
- Oversee tender closure process and ensure a tender pre-screening report is prepared before BEC meeting
- Review and compile a bid recommendation report



### **Qualifications, Experience, Knowledge and Skills**

- 3-year Diploma or equivalent NQF level 6 qualification in Supply Chain/Procurement/logistics or related field
- 3 years' experience as a Supply Chain Officer/Coordinator or similar role within the public sector
- Knowledge and understanding of bid committee functions in the tender process
- Proven track record in compliance reporting
- Good knowledge and understanding of auditing practices
- Knowledge and understanding of public procurement processes
- Relationship Management
- High level of attention to detail and accuracy
- Good Communication Skills

### **Offer**

The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.

**CLOSING DATE: 04 February 2025**

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed and signed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email:

**recruitment@merseta.org.za**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.

**Applicants are urged to follow all instructions as outlined in the advert when submitting their applications.**