



The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

### **SUPPLY CHAIN MANAGEMENT OFFICER**

**Pretoria Office, Ashlea Gardens**

**Remuneration: *The position offers a salary package commensurate with experience***

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint a Supply Chain Management Officer

#### **Minimum requirements and key competencies:**

- A Bachelor's degree or National Diploma in Finance, Accounting or equivalent with at least 2 to 3 years' experience and expertise with respect to procurement of goods and services and contract management.
- Knowledge and experience of the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and relevant SCM legislation and guidelines.
- Completed 3 year public sector clients audit articles will be an added advantage
- Experience and knowledge of the Public Finance Management Act, Act No 1 of 1999, Treasury regulations, the Preferential Procurement Framework Act No 1 of 2000 and the Broad Based Black Economic Empowerment Act No 53 of 2003 and relevant SCM legislation and guidelines..
- Experience in dealing with customers and a supplier is essential.
- Knowledge of Microsoft Office applications.
- Attention to detail – checking for accuracy in one's work; controlling/eliminating errors.
- Analytical skills – collecting, comparing and relating data from different sources.
- Interpersonal skills – being able to work in collaboration with others in a participative management environment; working independently as well as working on a team.
- Prepares and maintains accurate records and documentation on all solicitations. responses, purchases, contracts, correspondence and related follow up

- Expedites outstanding purchase orders to ensure delivery requirements are met.
- Promotes and develops contact and liaison with the external suppliers

**Responsibilities:**

- Ensure that the requisitions are within the relevant department's budget and the required CFO authorisation is obtained
- Ensure that goods and services are procured according to the OPFA SCM Policy
- Initiation of procurement process from business signed requisition.
- Assist business in drawing specifications
- Contact suppliers to obtain quotations
- Contact suppliers for briefings, when necessitated
- Check supplier tax affairs and related compliance information before awarding contract/quotation
- Ensure supplier is not prohibited before awarding contract/quotation
- Prepare purchase orders and hand documentation to Finance for review and approval.
- Ensure that orders are placed on approved purchase orders only.
- Give feedback to the relevant requesting department on regular intervals regarding the order.
- Once goods and services are ordered, expedite with suppliers to ensure that goods or services are delivered/rendered on time. If goods or services are not delivered or rendered on time, make a follow up with the supplier and give a feedback to the requesting department.
- Receive invoices for all procurement, match with orders, ensure the receiver acknowledges receipt, sign and submit to Finance for processing.
- Inspection of assets delivered and confirm if in good order.
- Obtaining confirmation that an asset has been tagged by the Office Administrator within 5 working days of delivery.
- Overnight safekeeping of assets that are yet to be transferred to the requesting department or user.
- Ensure that all assets are allocated asset numbers (by the Office Administration) before distribution to the requestor.
- Ensure that assets are delivered to the appropriate requestor. Render assistance to other departments as and when required, with the approval of the CFO.
- Provide guidance to business and other support staff when required.
- Perform adhoc tasks as and when required, with approval of the CFO
- Assist business with drafting specification
- Co-ordinate the invitation and receiving of bids
- Record all details of bidders on the approved worksheet and send to the CFO for review.
- Facilitate the evaluation and adjudication of bids including preparation of meetings packs.
- Participate in the evaluation of bids

- Participate in closing of bids.
- Publish bids, progress and cancellation of bids in the OPFA Website.
- Verify that all bidders' names are recorded correctly before publishing on the website.
- Drafting Annual Procurement Plan
- Perform other related adhoc requests
- Maintain a contract register
- Track performance and of suppliers
- Flag poor or non-performing suppliers
- Perform other related adhoc requests
- Collate information from other units and prepare NT quarterly reports for submission to the CFOs office
- Report monthly on contract management
- Report monthly on deviations
- Report monthly annual procurement plan implementation progress
- Perform other adhoc requests from the CFOs office

***Interested persons should apply by submitting their Curriculum Vitae to Careers@pfa.org.za.***

***Closing date for applications is 24 August 2018.***

***The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.***