



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

### SUPPLY CHAIN OFFICER

(Reporting to the Supply Chain Manager)

Parktown, Gauteng  
Salary Negotiable

<b>Purpose</b>	
The main purpose of the SCM Officer is to implement the SHRA SCM policy and procedures in a compliant, effective, efficient and economically manner, so that SCM meets the needs of the business.	
<b>Key responsibilities</b>	
<b>Key Performance Areas</b>	<b>Activities</b>
<b>Demand Management</b>	<ul style="list-style-type: none"> <li>• Implementation of the annual procurement, operational and consultancy reduction plans</li> <li>• Prepare expenditure trend analysis annually, including supplier categories and B-BBEE spend</li> <li>• Coordinate the completion of and develop specifications and / or terms of reference (ToR) in line with the demand report and procurement plan on a monthly basis</li> </ul>
<b>Acquisition Management</b>	<ul style="list-style-type: none"> <li>• Receiving and checking ToR's / Specifications, verifying against the procurement plan / organisational budget.</li> <li>• Setting up a BSC meetings and circulate TOR committee members for approval</li> <li>• Quality review RFP/RFQ documents compiled by an administrator</li> <li>• Distribute closed tender Bid Documentation by identifying appropriate service providers and distributing documentation within required deadlines</li> <li>• Prepare bid documentation packs for procurement of above R250 000</li> <li>• Manage that open bids are communicated accurately and timeously in the approved media channels by preparing competitive bid advertisements and ensure placements in the respective media, Submission of a reviewed compliance report</li> <li>• Schedule Bid Evaluation Committee meetings and submit appropriate and approved packs</li> <li>• Prepare a BEC report following a BEC meeting</li> <li>• Scheduling the Bid Adjudication Committee meetings and ensure that meeting packs are in order</li> <li>• Prepare a BAC report following a BAC meeting</li> <li>• Draft award documents</li> <li>• Communicate bid decisions to internal and external stakeholders</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Submitting the contract to Legal for vetting Verify that service provider details are captured accurately on CRA</li> <li>• Prepare service provider performance evaluations reports and engage with the user departments on supplier progress</li> <li>• Implement required sanctions on suppliers in line with instructions received Review BEE compliance criteria and report</li> </ul>
<b>Asset Disposal Management</b>	<ul style="list-style-type: none"> <li>• Track and monitor the disposal of assets according to agreed lifespans</li> <li>• Manage the disposal of assets by identifying disposal methods, organising removal from site and monitoring that disposal of asset is recorded and</li> </ul>

	<p>updated as per policy and facilitating that replacement assets are procured before assets are disposed of within defined standards and monthly</p> <ul style="list-style-type: none"> <li>• Report on Asset Disposal quarterly by collating information, drafting report and submitting for sign off by approved deadline.</li> </ul>
<b>Logistics Management</b>	<ul style="list-style-type: none"> <li>• Expedite orders on Sage Advanced Procurement System</li> <li>• Manage/record suppliers' performance</li> <li>• Prevent unauthorised, irregular and fruitless and wasteful expenditure – UIF register</li> <li>• Inventory management – consumables</li> <li>• Prepare suppliers invoices for processing by reviewing the invoices against contracts and / or purchase orders and submitting to finance for processing on a daily basis</li> </ul>
<b>REQUIREMENTS</b>	
<p><b>Qualifications/Knowledge</b> (including most relevant field of study)</p> <ul style="list-style-type: none"> <li>• Diploma or equivalent in Supply Chain Management or Business Administration (NQF 6)</li> <li>• Required computer literacy</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 5 years Supply Chain experience</li> <li>• 1 years Public Sector experience</li> </ul>
<b>COMPETENCIES</b>	
<ul style="list-style-type: none"> <li>• Compliance</li> <li>• Legislative Awareness and Expertise</li> <li>• Risk Mitigation and Management</li> <li>• Customer/Citizen Service and Orientation</li> <li>• Stakeholder Engagement</li> <li>• Planning and Organising</li> <li>• Accuracy, Precision and Attention to Detail</li> </ul>	<ul style="list-style-type: none"> <li>• Acquisition Management</li> <li>• Contract Management</li> <li>• Demand Management</li> <li>• Disposal Management</li> <li>• Logistics Management</li> <li>• Decision Making</li> <li>• Ethics and Integrity</li> </ul>

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**Note:** SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

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To apply for the above position, please forward a relevant CV to [recruitment@shra.org.za](mailto:recruitment@shra.org.za). The closing date for applying is 23 May 2022.

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