



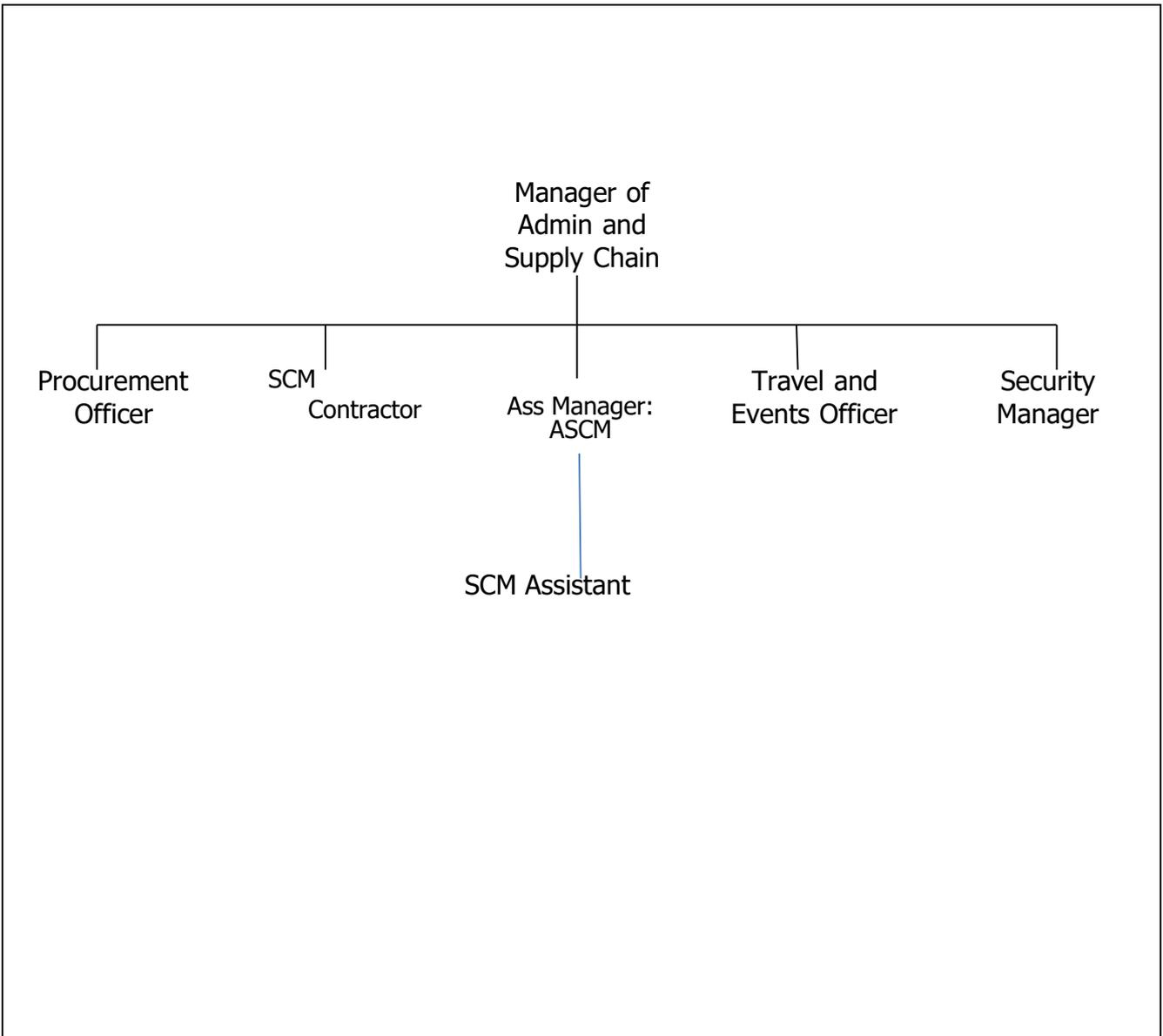
JOB PROFILE

A. Post Information	
Post Title	SCM Assistant
Component	Corporate and Financial Support Services Division
Location	Head Office - Braamfontein
Post Reports To	Manager Admin and SCM

B. Job Purpose
Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).
To provide support to the Corporate Services Unit

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Assisting with tender compliance	1.1	Ensuring that all tender documents according to the procurement plan is in compliance with National Treasury regulations.
		1.2	The incumbent is to check that tenders have all the necessary documents before finalization in line with the tender checklist
		1.3	To ensure proper record keeping of tender documents on the shared drive for easy access when needed.
		1.4	To continuously follow up with tenders in progress including ensuring the process is followed correctly.
		1.5	To keep all compliance documents readily available when the tender process starts, ensuring that the compliance documents are inserted together with the Bid specification for each tender.
2	Monthly analysis	2.1	Ensuring that all monthly payments made have compliance documents in line with Treasury regulations.
		2.2	Any payments made where compliance documents are not in order should be reported to the line manager and assessed for irregular expenditure
		2.3	To ensure that documents are correctly stored on the share drive for ease of access for SCM department and internal audit
		2.4	To provide internal audit with documentation when needed on a quarterly basis.
		2.5	A report drafted to be provided to the line manager on a monthly basis
3	Support structure in requisition compliance	3.1	Ensure that all requisitions would have the necessary documents for compliance related issues as per the checklist.
		3.2	Any requisition that needs documentation, a follow up will be carried out with the requester to ensure documentation is attached.
		3.3	The incumbent will ensure that requisitions will only be approved once the test has been finalized.

		3.4	Any variations not in line with Treasury regulations will be sent to the requester to change. Ensuring that all provinces requests have the necessary compliance documents attached.
		3.5	Supporting Provincial offices with requisitions and request for quotations including ensuring that all documentation is stored on the shared drive and compliance checks are done

4	Contract management	4.1	Ensuring that all values are added monthly to the contract register, ensuring that invoices for contracts are stored and filed separately in the shared drive
		4.2	Any contract amendments are communicated to the line manager Any contracts ending should be followed up timeously and cancellation letters stored safely on the shared drive.
		4.3	Keeping tabs on the expenditure of contracts and reporting it to the line manager monthly. Assisting with identifying which contracts will be concluding and reporting to the manager.

5	Shared drive	5.1	Understanding the shared drive and storing all documents electronically on the system for SCM department to access
		5.2	All communication from National Treasury to be stored in the shared drive
		5.3	Any memorandums should be stored in the shared drive and organized efficiently.
		5.4	All memorandums to be sent to CEO's office and follow up on approval should be done.

6	Providing a general secretarial service	6.1	Prepare and manage fax/letters/memos on behalf of the unit
		6.2	Responsible for outgoing mail and for maintaining the correspondence database
		6.3	Assist with travel, logistics and accommodation arrangements
		6.4	General typing as may be requested from time to time (minutes and agendas)
		6.5	General mail and maintenance of the filing system. This includes sorting mail according to all the files; taking out diarized files and distributing to the responsible officer; keeping a proper record of the file movement from inspection to finalization; keeping a record of current and closed files and

		ensuring that files are properly opened, referenced, and closed.
	6.6	Ordering and managing the use of stationery by using approved procedures
	6.7	Ensuring the proper maintenance of equipment and assets which includes ensuring that all assets are operational and reporting any faults to the relevant parties
	6.8	Assist with general secretarial services within the unit which includes answering calls, taking and distributing messages,
		Manage the diary of the Head of the Unit, set-up unit meetings and follow-up on resolutions taken
	6.9	Ensuring that new staff members are provided with log in details and receive the necessary IT equipment
	6.10	Assist towards proper maintenance and cleanliness related to house keeping
	6.11	Devise innovative systems to improve the unit's functioning in so far as it relates to the duties contained in this document

E. Advisory Responsibility	
Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.	
To Whom	Type of Advice/ Information
None	

F. Accountability	
These fields are not compulsory and should only be completed if the fields are relevant to your post	
Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial accountability	• 0

G. Inherent requirements of the Post	
The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i>	<ul style="list-style-type: none"> • Secretarial skills • Administrative skills • Typing skills • Interpersonal skills • Time management • Team player • Good written and verbal communication skills • Good computer literacy and web knowledge • Minute taking
Knowledge and education	• Diploma in Finance / Supply Chain or Public Administration

<p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<p>Management or Company Secretarial Certificate or Equivalent</p> <ul style="list-style-type: none"> • Knowledge of human rights issues • Knowledge of PFMA, Treasury Regulations • Knowledge and understanding of confidentiality requirements for the post
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • Minimum three (3) years' relevant experience in a similar environment

H. Career pathing	
<p>Next higher position:</p>	<p>Admin support posts</p>
<p>What is required to progress:</p>	<p>Refer to job profiles for requirements</p>

I. Job profile agreement				
<p><i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i></p>				
<p>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</p>				
Title	Name	Employee Number	Signature	Date