



JOB PROFILE

A. Post Information	
Post Title	Procurement Officer
Component	SCM
Location	Head Office - Parktown
Post Reports To	Manager: Supply Chain Management

Job Profile Verification	
Profile Verified By:	
Date Verified:	September 2024

Job Profile Validation	
Profile Validated By:	Dr T Khubana
Date Validated:	September 2024

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

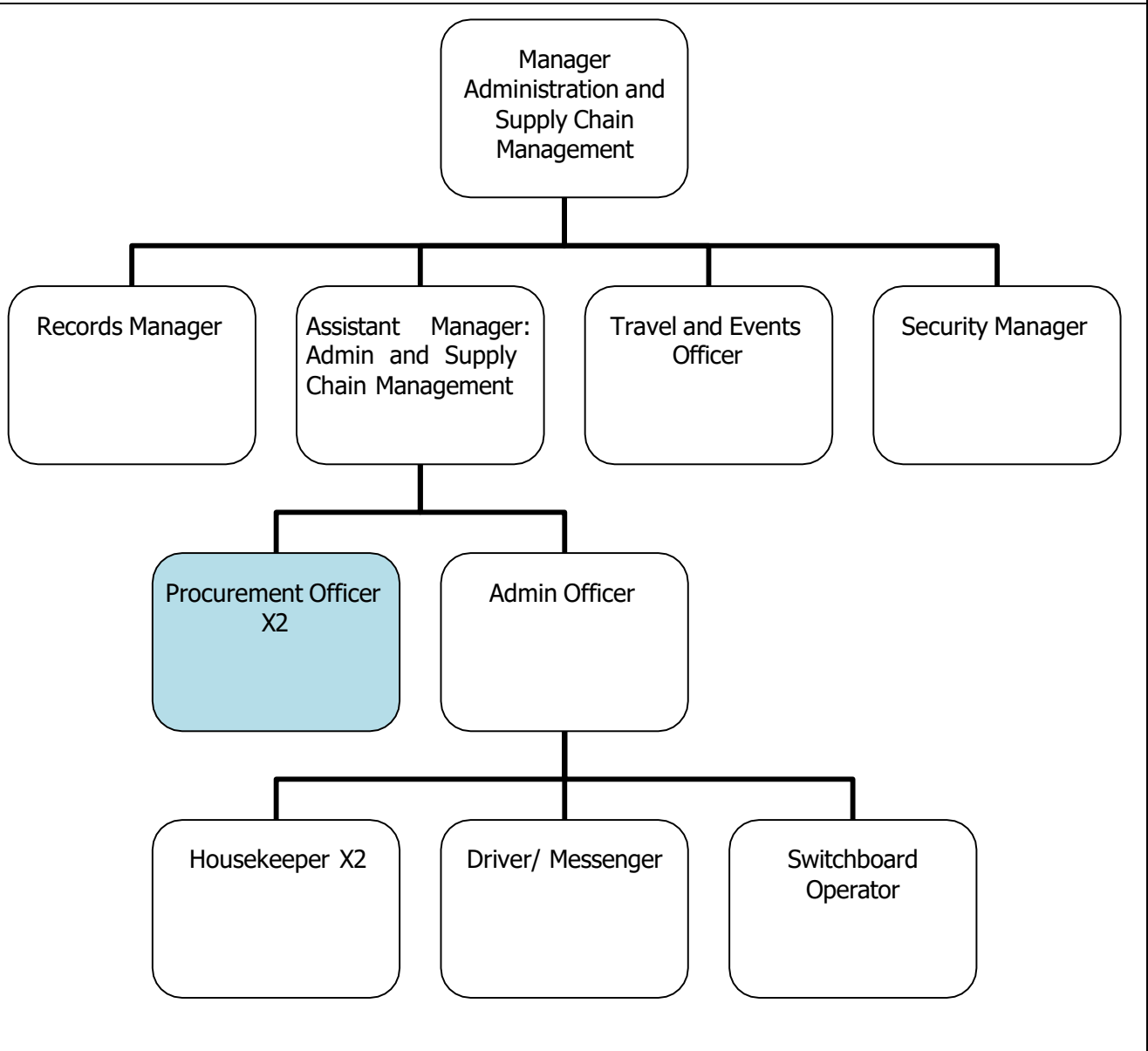
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

The purpose of this role is to effectively to administer procurement of goods and service in the Supply Chain Management of the SAHRC

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Demand Management	1.1	Coordinate (synergize), review, research, analyse and plan the procurement needs of the Commission. Coordinate, review, and compile the list of prospective providers for quotations.
		1.2	Confirm if projects are part of the demand management plan and confirm availability of budget. Determine whether specifications should contain any special conditions, functionality evaluation and proposals as required
		1.3	Check alignment of projects against strategic and other objectives. Consolidate the procurement plan and table for approval by the accounting officer and submit to National Treasury
		1.4	Compile tender/quotation specifications/TORS's as required. Determine whether a specification for the relevant commodity exists and work closely with the end for finalisation of specifications/TOR's
2	Acquisition Management	2.1	Ensure that all procurement decisions are made in line with the Treasury guidelines. Obtain three preferential quotes from the registered vendors list/CSD upon the receipt of requests for goods and services Ensure that preferential points are checked on these quotes and that they conform to specified standards and prescribed policies
		2.2	Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid

			documents. Compile terms of reference to invite service providers for an expression of interest. Participate and coordinate receiving, evaluating and adjudicating the expressions of interest.
		2.3	Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management policies and procedures to ensure compliance. Ensure an effective acquisition management service and undertake all administrative functions required
3	Contract Management	3.1	Monitor and update Contract Management System. Initiate the contract management process post the bid process, in liaison, signing, conducting quarterly monitoring meetings and updating contract register. Timeous signing of contracts. Safekeeping of contracts and maintain contract register
		3.2	Conduct, arrange, monitor and maintain transversal contracts. Ensure that regulatory reporting is done in line with National Treasury regulation. Provide audit information as requested by Internal Audit and Auditor General.
		3.3	Serve as a central point to receive invoices and ensure that invoices are expedited, paid within 30 days. Ensure that bi-monthly the invoice tracker is updated to assure that there is no oversight on invoice payments. Inform the finance department timeously if a contract is due to expire to ensure payment termination or renewal as required

D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description

4	General Procurement Administration	4.1	Assist with all supplier queries regarding the procurement process, including communicating with finance regarding supplier payment queries
		4.2	Obtain travel and flight information for employees and complete the bookings, when the travel and events officer is on leave

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
Suppliers of procured goods and services	Knowledge and information transfer and gathering
Potential tender bidders	Answering queries and assisting

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	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
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"> • Financial management • Tender management knowledge • Supply chain knowledge • Administration management • Communication • Service delivery innovation • Honesty and integrity • Client orientation and customer focus
Knowledge and education <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i>	<ul style="list-style-type: none"> • Diploma/Degree in logistics/supply chain management/equivalent • Pastel, SAP and MS Office, MS Excel
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> • 4 years relevant experience

H. Career pathing	
Next higher position:	SCM Manager
What is required to progress:	See profile

I. Job profile agreement

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.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date