



VACANCY

Supply Chain Management Practitioner

Remuneration will be aligned to the company remuneration policy

12 MONTH CONTRACT

Reporting to: Supply Chain Manager

Purpose: Ensures compliance to company procurement policy and procedures and assists in the execution of the compliance function.

Main Duties:

- Assist with the procurement of specialized good or services over 100K
- Review of deviations and assist end users with compiling of deviations
- Compilation of BBBEE and pricing score sheets
- Assist new suppliers to register on the CSD as per self help guide.
- Capture purchase orders
- Assist end users with writing procurement specifications
- Liaise with all suppliers on credit terms and credit applications
- Complete and process all credit applications from suppliers
- Do the relevant follow-ups as the status of the applications
- Ensure implementation and monitoring of project plans for all tenders/bids
- Setting up various bid committees
- Arrange and attend compulsory and non-compulsory site meetings
- Compiling of appointment letters for bid committees
- Compiling of various bid committee minutes and submissions
- Draft and place adverts in media/government gazette and NT eportal
- Review all completed purchase order
- Assist SCM Manager with contract management
- Keeping record of contract spend as per contract register
- Capture of monthly expenditure of listed contracts
- Provide feedback to end users on contract value spent

Educational Requirements

- Matric (Grade 12)
- National Diploma in Supply Chain Management / Public Management

Further Requirements

- Must be computer literate in MS EXCEL and MS Word
- 3 years' experience in a highly complex office environment

Interested applicants may forward their Curriculum Vitae and a covering letter to Zandile Mbizela in the Human Resources Department by E-mail: Hradmin@artscape.co.za, Post: Artscape, PO Box 4107, Cape Town, 8000.

Closing date: 15 March 2024

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.