

Lejwe le Putswa Development Agency invites candidates internally to apply for the following position the closing date 10 March 2016.

POSITION: SUPPLY CHAIN OFFICER

Requirements:

- A recognised 3 year BCOM degree
- Certificate of Competence in Bid Committees NQF Level 5
- Certificate in Business Contracts and Service Level Agreements
- Has completed or studying towards Municipal Management Finance Programme (advantage)
- Computer Literacy
- Code B drivers Licence

Key Performance Areas:

- Compile Requisition and Order forms. Source quotations
- Compile RFT/RFQ/RFP Score sheets
- Contract Management
- Participation in Bid Specification, Bid Evaluation, Bid Adjudication Committee
- Compile Specifications for adverts
- Asset Management
- Calculation of useful life and depreciation on assets
- Compile procurement plan aligned with the budget
- Compilation of SCM monthly and quarterly, half yearly and yearly reports
- Compile Service Level Agreements and Appointment Letters
- He/she will be responsible for performing all SCM functions in the Agency

Application can be delivered or e-mailed to lda@telkomsa.net for the attention of the CEO
Mrs Phumzile Nhlapo

Closing Date: 10 March 2016

Enquiries: Me. Sibongile Makhubu@057 532 5970

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Phumzile Nhlapo
Chief Executive Officer