

**SENIOR SUPPLY CHAIN PRACTITIONER**  
**Ref (G014/2015)**

**Salary: R243,747.00 – R287,121 per annum**

**PRETORIA**

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**Purpose**

To undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process, sourcing of service providers and management of procurement, according to the prescribed procurement methodologies.

**Key outputs:**

**Coordinate (synergise), review and execute the bidding process**

- Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval);
- Compile bid documents;
- Publish tender invitations; and
- Receiving and opening of bid documents.

**Review, and compile the list of prospective providers for quotations**


- Compile terms of reference to invite service providers for an expression of interest;
- Receive, evaluate and adjudicate the expressions of interest;
- Compile a database of approved suppliers; and
- Supervise and source quotations from database according to the threshold values determined by the Regulations.

**Logistics**

- Administration of assets in the GTAC;
- Exercise control over the orders, posting, stores and payment section;
- Manage procurement of goods and assets;
- Pre-authorising payments;
- Follow up on outstanding orders;
- Handle enquiries from internal and external clients;
- Provide an effective and efficient asset management system and asset register;
- Provide support in attending to audit queries on asset management functions within timeframe of the Office of the Auditor General;
- Provide secretarial services to the Asset Control Committee and over disposal of assets and maintenance/loss control; and
- Organise and implement the quarterly and annual asset verification processes.

**Requirements:** • A relevant 3 year qualification and 3+ years' supply chain management experience • Proven knowledge of Public Sector Supply Chain Management • Knowledge of the bidding process • Proven knowledge of Procurement Management – Goods • Compliance with the policies governing the donor funds • Knowledge of Legislations & Regulations: PFMA, MFMA, PPPFA and SCM • Experience in Donor Funded projects • Experience in working with service providers and consultants, both on long and short term basis.

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**The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are  to disabled persons.**

**Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria**

0001 or to the e-mail [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za) Closing date 21 September 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

