

CORPORATE SERVICES

SUPPLY CHAIN MANAGEMENT

Assistant Manager: Bids Management

(REF: S012/ 2017)

Remuneration package R 334, 545.00 per annum (Excl. benefits)

PRETORIA

Purpose

To provide assistance with the administration and logistics of Bids Management in the Supply Chain Management environment in compliance with prescribes and procedures.

Key Outputs

- Provide a platform for Bids management in compliance with prescribes and procedures.
- Verify specifications/ terms of references and evaluation criteria in the quality assurance of documents before placement of bids for advertising in the government tender bulletin.
- Develop a project plan on committed goods and services to track user's deadlines on requests submitted.
- Compile memos for Bids adjudication committee and for DG's approval.
- Manage the submission of correct information for publication in media.
- Initiate and oversee the invitation process and evaluation of request for proposals from R30 000 and above in terms of the PPPFA.
- Submit documents of suppliers of companies for verification and screening.
- Establish pre-qualification process after closing of the bids in line with the special conditions of contract and invite Bid Evaluation Meetings with relevant users.
- Attend Sub-bid Committee meetings to guide and provide advice on stakeholders on the procedures as outlined in SCM Policy, PFMA Treasury Regulations, PPPFA and Practice Notes from pertaining to the National Treasury.
- Monitor, facilitate the finalisation of contract/ SLA in consultation with Legal Services.
- Prepare and issue letters to successful and unsuccessful bidders.
- Develop processes pertaining to bids management information session to make stakeholders aware of the latest developments in the Bids Management environment.
- Conduct briefing sessions with all perspective bidders as pertaining to bids specification and documents.
- Conduct specification sessions for completion of Terms of reference.

Requirements

- A Diploma in Logistics/ Procurement or related is required
- 3-5 years' experience in a Procurement/ Supply Chain environment;
- Knowledge and experience of Bids Management;
- Knowledge and experience of the Supply Chain Framework, policies and procedures.

Closing date: 2 May 2017 at 12:00. No late applications will be accepted.

Applications for the above position can be e-mailed to recruit.cs@treasury.gov.za, quoting the relevant reference number and publication in which you saw this advertisement.

The National Treasury is an equal opportunity employer and encourages applications from women and the people with disabilities in particular.

Our buildings are accessible 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 e-mail to the address indicated above.

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 National Treasury within 1 month of the closing date, please regard your application as unsuccessful.