

## DIVISION: CORPORATE SERVICES

### Supply Chain Specialist: Bids Management

**R243,747.00 per annum (Excluding benefits)**  
**(Ref: S206/2015)**

#### •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 support to Bids management in compliance with prescripts 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 • 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 • Perform 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 • Submit documents of suppliers of companies for verification and screening • 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 stakeholders on discrepancies detected in their bids documents as submitted • Submit documentation of suppliers for verification and screening of companies • Provide support by gathering data for analyses to reduce spot buys • Provide input on supplier performance.

**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.

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**The National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible to people with disabilities.**

**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.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za). Closing date 21 December 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 National Treasury within 1 month of the closing date, please regard your application as unsuccessful.**