



## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **SENIOR PROVISIONING ADMIN OFFICER – DEMAND & ACQUISITION**

*Salary Range: An all-inclusive remuneration R 359 517 – R 420 402 (Level 08)*

*JOE GQABI DISTRICT(Maletswai) Ref: DSRAC 09/06/2023*

**Minimum Requirements** National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or other relevant qualifications with at least 1 -2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures, and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driver's licence.

**DUTIES:** Facilitate procurement on the system. Authorise data of approved procurement submissions. Monitor the updated information on the system. Monitor printing of reports and status of suppliers. Authorise orders on the system, print and endorse signature on orders. Facilitate process of payment for orders. Facilitate procurement of goods and services providers. Check specification needs with the operational plan. Verification of the budget. Prepare specification and the time frame. Ensure registration of suppliers on the database (Central and Logis). Monitor use and rotation of suppliers. Monitor and ensure registration of suppliers with active numbers on both systems. Maintain and update contracts. Check the end term of the contracts. Facilitate renewal of the contracts. Facilitate accompanying and the validation of the documents for appointment of service providers. Provide administration support. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Give support and advice on matters arising.

**People with disabilities who meet the requirements will be given preference.**

ENQ. M. LEKHULA 051 492 4772 – JOE GQABI DISTRICT (Maletswai)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)