



## INTERNAL AND EXTERNAL ADVERTISEMENT

*Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng*

**THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITIONS:**

### Supply Chain Officer

#### **Purpose of position:**

To ensure compliance to Supply Chain Management Policy and Procedures, Treasury regulations and PFMA.

#### **Key Responsibilities**

- Process purchase requisitions and purchase orders
- Source, assess, and award/recommend supplier tenders, bids, quotations, and proposals
- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Prepare and maintain purchasing records, reports and price lists
- Work with internal and external stakeholders to determine procurement needs.
- Assist in the development of specifications for equipment, materials, and services
- Administer, monitor and manage service provider contract performance
- Reconcile or resolve discrepancies between quotations, orders and deliveries
- Ensure compliance to applicable rules, legislation, regulations, standards, and best practices

#### **Minimum Requirements and Experience**

- National Diploma in Supply Chain Management or NQF equivalent relevant qualification
- A valid Code EB driver's licence will be an added advantage
- 2- 3 years' experience in a procurement environment

#### **Competencies (Skills Knowledge & Attitudes)**

- MS Office,
- Functional knowledge of PFMA and treasury regulations,
- Interpersonal skills;
- Analytical skills,
- Planning and organising skills
- Stakeholder Management Skills

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: [recruitment@gep.co.za](mailto:recruitment@gep.co.za), with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful