

TEMP SUPPLY CHAIN MANAGEMENT SPECIALIST – (12 MONTHS FIXED - TERM CONTRACT) JOB GRADE – C5

PURPOSE OF THE JOB:

To provide and execute end user requests as per the TASE procurement plan and other requests not included in the plan.

KEY RESPONSIBILITIES:

- Conduct spend analysis for the construction, infrastructure and operational requirements of the business.
- Ensure adherence to the SCM Policy in line with PFMA and Treasury Regulations
- Engage with divisional executives for the execution of the procurement plan
- Advise business on the best procurement methods for their requirements.
- Track and reconcile the procurement requirements against the approved procurement plan
- Assist business with contracts management
- Develop innovative procurement solutions at a project/business unit/ organisational level
- Analyse supply markets across all categories and provide expert advice on the process.
- Develop procurement strategies each of the business requests as outlined in the procurement plan.
- Assist in identifying risks in all the procurement requests and report the risks to the SCM Manager
- Identify areas where BBBEE and transformation can be promoted in the procurement plan
- Ensure that strict confidentiality is maintained in all procurement and sourcing engagements.
- Assist with the contracts management database
- Capture and assist with the BBBEE records to maintain the TASEZ BEE level

- Familiarise themselves with the procurement plan and come up with plans of consolidating requests to promote commodity buying
- Support the tendering process and facilitate supplier onboarding processes
- Analyse, evaluate and rank proposals received from prospective bidders
- Write recommendations reports to the bid adjudication committee (BAC)
- Come up with negotiation strategies in conjunction with the end user and lead negotiations with suppliers
- Analyse supplier capabilities within the IT, construction, infrastructure categories
- Assist in upholding, promoting, and adhering to SCM internal policies as well as all National Treasury prescripts
- Monthly and periodic reporting

RESPONSIBILITIES FOR TENDERS:

- Ensure alignment of all procurement undertaken with TASEZ policies and procedures as well as National Treasury prescripts.
- Preparing list of suppliers to be invited on rotational basis.
- Receiving a Purchase Requisition from the end user.
- Ensure Purchase Requisitions are duly authorised before embarking on any procurement.
- Checking if minimum number of quotations have been received as per SCM Policy.
- Forwarding of Requests for Quotations (RFQ) and Request for Proposals (RFP) to suppliers.
- Run independently with RFQ processes from end to end.
- Securing venues and scheduling site inspection and briefing meetings and recording minutes thereof.
- Securing venues and scheduling meetings for the Bid Specification Committee and recording minutes thereof.
- Preparing registers for collection of RFP's and collecting tenders at closing date and storing them securely
- Receiving e-mails from dedicated SCM mailbox.
- Act as secretariate for BSC and BEC

- Creating purchase orders to recommended suppliers.
- Draft relevant sections of the SLA's before passing over to the end user.
- Assist end users with any SCM related queries.

REPORTING

- Bi-weekly BBBEE updates and reporting to internal and external stakeholders.
- Timeous quarterly reporting to key stakeholders

QUALIFICATIONS

- Bachelors/BTech Degree (Honours) in Procurement/Supply Chain.
- Management/Commerce/Law or related field of study.

COMPETENCIES

KNOWLEDGE

- Knowledge of Procurement process, particularly in the public sector.
- Knowledge of IT, infrastructure and construction projects
- Extensive knowledge of the CIDB regulations and the FIPDIM

SKILLS

Planning & Organizing skills	Interpersonal skills
Basic Accounting skills	Communication skills
Filing and retrieving skills	Building relationship & partners
Multitasking	Negotiation Skills
Attention to Detail Report Writing	Conflict handling skills

ATTRIBUTES

- Ability to work with limited supervision
- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination
- Microsoft Office Suite
- Attention to details
- Customer-centric
- Ability to work under pressure

WORK EXPERIENCE

- A minimum of 5 years' experience in a Supply Chain Management role in government the Public Sector and demonstrating in-depth knowledge of the supply chain management prescripts
- 3 years operational experience in infrastructure, construction and IT projects
- Extensive in-depth knowledge of the PFMA, Treasury Regulations, Broad Based Black Economic, Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework, PAIA, PAJA
- Extensive knowledge of the CIDB regulations and the FIPDIM
- Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers.
- Results orientated with ability to plan and deliver against project deadlines.
- Commercially and financially astute,
- FMCG/ Automotive/ Construction or related sector experience would be advantageous

APPLICATION PROCESS

Qualifying candidate s can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za

CLOSING DATE: The closing date for applications **06 March 2026**

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.