

Lejwe le Putswa Development Agency invites candidates internally to apply for the following position.

POSITION: SUPPLY CHAIN OFFICER Post Level 8

Requirements:

- A recognised BCOM Degree or Diploma
- A 3 Years' Experience in SCM
- Certificate of Competence in Bid Committees NQF Level 5
- Certificate in Business Contracts and Service Level Agreements
- Has completed or studying towards Municipal Management Finance Programme (Advantage)
- Computer Literacy
- Code B Drivers Licence

Key Performance Areas:

- Compile Requisition and Order Forms, source quotations
- Compile RFT/RFQ/RFP score sheet
- Contract Management
- Participation in Bid Specification, Bid Evaluation, Bid Adjudication Committee
- Compile Specifications for adverts
- Assets Management
- Calculation of useful life and depreciation on assets
- Compile procurement plan aligned with the budget
- Compilation of SCM monthly and Quarterly, Half Yearly and Yearly Reports
- Compile Service Level Agreements and Appointment letters
- He/she will be responsible for performing all SCM functions in the Agency.

Application can be delivered 333 Gerri Kemp Building, 2nd Floor, State-Way Road, 9459 or emailed to bamnguni@lejwelda.org.za/secretary.ceo@lejwelda.org.za for the attention of the CEO Mr BA Mnguni.

Closing Date: 11 October 2019

Enquiries: Mrs Sibongile Makhubu on **057 352 3361** or email smakhubu@lejwelda.org.za



LEJWE LE PUTSWA DEVELOPMENT AGENCY

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BA Mnguni
Chief Executive Officer

