



The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

### **SUPPLY CHAIN MANAGEMENT PRACTITIONER X2**

**(12 Months Fixed-Term Contract)**

**SALARY: R406 107.00 – R433 074.00 (All-inclusive total cost to company package)**

**Ref No.: SAHPRA 055/2023**

**CENTRE: Head Office (Pretoria)**

**REQUIREMENTS:** • Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Purchasing / Logistics or related equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A related Degree at NQF level 7 will be an added advantage.

**EXPERIENCE:** • Minimum of three (3) years of relevant experience in supply chain management, particularly in acquisition management environment.

**CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:** • Knowledge of PPPFA, PFMA, Treasury Regulations, B-BBEE and other legislative requirements applicable to SCM. • Ability to communicate effectively and efficiently at all levels in the organization. • Knowledge of public sector SCM system.

#### **DUTIES:**

- **Request for Quotations:** \* Assist with the sourcing of suppliers from National Treasury Central Supplier Database (CSD). \* Compile RFQ documents for purchases. \* Issue request for quotations to suppliers for goods and services. \* Compile evaluation matrix for purchases. \* Verify tax compliance statuses of suppliers on CSD and SARS. \* Maintain a list of all acquisitions made for goods and services. \* Provide inputs on SCM report regarding activities relating to area of responsibility. \* Expedite delivery of goods on all purchase orders issued for RFQs. \* Maintain records of suppliers such as B-BBEE, Tax and other information required for compliance purposes. \* Assist business units or users with the evaluation of quotations in line with approved specifications and purchase orders. \* Facilitate purchase order creations and approval in line with delegation of authority. \* Assist with matching of invoices to purchase orders and supplier quotations. \* Assist with compilation of bid documents. \* Assist with bids compliance check and recording of compliance information.
- **Bids administration:** \* Assist with bids opening and publication of registers on website. \* Assist with bids compliance check and recording of compliance information. \* Coordinate bid committees' meetings and maintain record of proceedings. \* Compile minutes and ensure approval of same by chairpersons of each committee. \* Compile

appointment letters of committee members in line with CEO's approval. \* Distribute appointment letters to committees' members. \* Distribute tender information to BEC, BEC and BAC. \* Compile report on all meetings held and provide input for reporting purposes.

- **Record keeping and Maintenance:** \* Maintain electronic and physical records of minutes, appointment letters and approvals of bid committees. \* Maintain electronic and physical records of RFQs. \* Maintain supplier information in line with CSD records and RFQ specifications requirements. \* Maintain tender records.

**INSTRUCTIONS TO APPLICANTS:** All applications must:

- Be submitted with a covering letter clearly reflecting the **name of the position and post reference number**, be signed, accompanied by a comprehensive CV, the names and email addresses of 3 referees and recently certified copies of ID, required qualification/s (matric included) and driver's licence where applicable.
- Applications without the aforementioned documents/information will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- A separate application must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to [recruitment@sahpra.org.za](mailto:recruitment@sahpra.org.za), including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late applications will be accepted. CVs will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

**Enquiries:** Ms S. Molepo, Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 12 December 2023 at 16H00.