



INTERNAL/EXTERNAL ADVERT
SCM CONTROLLER – PERMANENT
PATTERSON JOB GRADE C4: (Ref No. SCMCON 112021)
All-inclusive package – R 443 271 CTC PER ANNUM

Applications are invited from suitably qualified candidates for the **Supply Chain Controller** position in the Finance Division. The position reports to the Supply Chain Manager.

Minimum Requirements & Job Competences:

- Three (03) year tertiary qualification in Accounting/Finance / Public Administration /Logistics Management;
- Five years' experience in the public entity finance with supply chain management as an integral part of the functions;
- Intermediate Computer literacy (Word, Excel and Outlook);
- Knowledge of ACCPAC Accounting package or related;
- Integrity and the ability to deal with confidential information are essential;
- Excellent written and verbal communication skills with attention to detail;
- Thorough knowledge of the PFMA Act 1999 and the PPPFA Act 5 of 2000, Supply Chain Management practices and Treasury Regulations,
- Attention to detail;
- Planning, Organising
- Financial management & Planning and organising skills.
- Leadership skills

Key Responsibilities for the position include:

- Monitoring the implementation of supply chain policies;
- Ensuring compliance with different statutory legislation;
- Assist in the organisation's procurement functions;
- Provide administrative support to the Bid Committees;
- Oversee Demand and Contract Management;
- Align enquiry, adjudication and / or negotiation results with contract details;
- Analyse market price indicators and compare against breakdown on tender prices to prevent unrealistic price hikes;
- Arrange and conduct public opening of tenders;
- Assure assessment of potential suppliers in respect of suitability of infrastructure, production capabilities and sustainability;
- Based on specific outlined on requisition, ensure that requisition is properly authorised;
- Management of supplier performance;
- Supervision of the Supply Chain Management function;
- Ensure all technical aspects and administrative functions within the division are adhered to.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: scc@shark.co.za. Please Quote Ref. No **SCMCON 112021**, in your correspondence. **Closing Date: 17 December 2021**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”