



South African Nursing Council
Regulating nursing, advocating for the public

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education, training and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the *Nursing Act, 1944* (Act No. 45 of 1944), and currently operating under the *Nursing Act, 2005* (Act No. 33 of 2005). The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply.

<u>DEPARTMENT</u>	: SUPPLY CHAIN MANAGEMENT
<u>POSITION</u>	: SUPPLY CHAIN MANAGEMENT SPECIALIST: PROCUREMENT
<u>REFERENCE NUMBER</u>	: SCMSP/003/11/2021
<u>REMUNERATION</u>	: R472 912,82 TO R 576 478,09
<u>TERMS OF</u>	: PERMANENT
<u>APPOINTMENT</u>	
<u>CLOSING DATE</u>	: 30 NOVEMBER 2021

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma/Degree in Supply Chain Management / Logistical Management/ Purchasing/ Procurement/ Public Administration/Public Management or equivalent qualification
- Minimum of 4 years' experience in Supply Chain Management environment within a corporate organisation, public sector or state owned entities or organs of the state

ADDED ADVANTAGE REQUIREMENTS

- Valid driver's licence
- Postgraduate qualification
- 2 years' experience as a Team leader or supervisory within a corporate organisation, public sector or state owned entities or organs of the state

OTHER REQUIREMENTS:

- Travelling (limited) will be required.



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Republic of South Africa



Tel: 012 420 1000
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SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

REQUIRED KNOWLEDGE:

- Relevant legislations, prescripts and Regulations and Code of Good Practice
- Relevant policies, processes and procedures
- Supply Chain Management
- Tender Process
- Procurement process
- Contract management
- Service Level Agreement Management
- Irregular Fruitless and Wasteful Expenditure
- Invoice Processing Payment preparation
- Supplier database updates and registration
- Risk Management
- Demand & Procurement Plan Development
- Business Report Writing
- Corporate Governance
- Project Management

REQUIRED COMPETENCIES/ SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team work
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of sectional Plan and Annual Operational Plan and departmental strategy
- Develop and implement policies, procedures, business process, guidelines, frameworks, systems and internal controls within an area of performance
- Develop and implement information management systems within the area of work
- Develop and implement electronic and manual filing systems, records and database
- Compile procurement reports (i.e. bid reports, quotations, irregular, fruitless and wasteful reports within the area of work
- Coordinate, review, and execute the bidding process
- Coordinate, review and source quotations from database according to the threshold values determined by the SANC
- Assist internal and external auditors with supporting documentation and samples where necessary
- Ensure secretariat support services to the bid evaluation and bid adjudication committees by the Administration Officer/Administration Clerk
- Oversee the work conducted by direct reports (Administration Clerk and Administration Officer) Supply Chain Department
- Manage risk for the areas of responsibility within the SANC
- Perform ad hoc tasks as delegated by the line manager/ supervisor
- Manage resources (human, financial, physical and information)

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). Applications may be e-mailed to scmsp@sanc.co.za

Incomplete applications or those which do not meet the above requirements will not be considered.

All applications must be accompanied by certified (not older than six months) copies of identity document and all relevant educational and professional qualifications as well as proof of professional registration, together with an up-to-date, detailed curriculum vitae (CV) including information on key performance areas and three contactable references, including the most recent employer. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens. The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation.

Please note: Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica

Mthethwa, at tel. no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.