

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.

<b><u>DEPARTMENT</u></b>	<b>: SUPPLY CHAIN MANAGEMENT</b>
<b><u>POSITION</u></b>	<b>: SUPPLY CHAIN MANAGEMENT SPECIALIST: PROCUREMENT</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: SCMSP/003/11/2022</b>
<b><u>REMUNERATION</u></b>	<b>: R498 450.11</b>
<b><u>TERMS OF</u></b>	<b>: PERMANENT</b>
<b><u>APPOINTMENT</u></b>	
<b><u>CLOSING DATE</u></b>	<b>: 14 NOVEMBER 2022</b>

#### **MINIMUM REQUIREMENTS**

- Grade 12.
- National Diploma/Degree in Supply Chain Management / Logistical Management/ Purchasing/ Procurement/ Public Administration/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.



Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia, Pretoria 0083  
Private Bag X132, Pretoria 0001,  
Republic of South Africa



Tel: 012 420 1000  
Fax: 012 343 5400  
SANC Fraud Hotline: 0800 20 12 16



website: [www.sanc.co.za](http://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 and 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
- Teamwork
- 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.
- Manage resources (human, financial, physical and information).
- Perform ad hoc tasks as delegated by the line manager/ supervisor.

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website (<https://www.sanc.co.za/vacancies/>). Applications may be e-mailed to [scmsp3@sanc.co.za](mailto:scmsp3@sanc.co.za)

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

The application must include only a fully completed and signed SANC Form, obtainable from the South African Nursing Council (SANC) website and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications, professional affiliation certificate as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to the Human Resources Department on or before the day of the interview date. Failure to do so will result in your application being disqualified.

Furthermore, where applicable, all applications must be accompanied by proof of professional registration and 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.

