

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

**Senior Officer: Acquisition (RFQ &Tenders)**

**Salary total package: Level 8**

**Centre: Centurion**

**(Ref. WS07/022024)**

**Job summary:**

The role is responsible to ensure effective and efficient RFQ & Tenders administration function within SAWS in accordance with the Supply Chain Legal Framework.

**Key Performance Areas:**

- Ensure that request for service/goods are on the approved Demand Plan.
- Ensure that Terms of Reference/Specification received from the Demand Unit are approved, correct and complete.
- Ensure that approved advertisements are submitted to and advertised on SAWS Website and National Treasury e-tender portal incl. CIBD when required.
- Provide guidance and ensure SCM compliance in the Bid Committees.
- Attend briefing sessions (if applicable) and advise on SCM processes and procedures. Handle all RFQ and tender enquiries and ensure response to bidders.
- Ensure that the tender box is opened on the closing date and time and that all proposals are properly registered. Ensure all bid submissions received comply with all relevant SCM compliance requirements incl. Central Supplier Database (CSD) information.
- Coordinate and attend the evaluation of received tender submission/s through the relevant Bid Committee
- Prepare documentation and ensure accurate calculation of the scores of the potential bidders, write up the recommendations of Bid Committee for decision.

- Ensure that all relevant documents are properly signed by BEC members and make the requisite submissions to the Bid Adjudication secretariat.
- Draft and communicate award letter/s and ensure details of the tender award are published on all relevant tender publication platforms.
- Draft regret letters and communicate to all unsuccessful bidder/s Coordinate.
- Facilitate tender project kick-start meetings with successful suppliers and the end-user after tender awarding with respect to SCM requirements and contract negotiations.
- Ensure proper record keeping and filing of tender project files.
- Engage with stakeholders on internal procedures and processes to ensure compliance and service delivery.
- Undertake adhoc work as required by supervisor

### **Minimum Requirements and Attributes:**

- National Diploma in Logistics /Purchasing or Supply Chain Management or Equivalent
- Registration with CIPS will be an added advantage.
- At least 3 years Supply Chain Management experience in the Public Sector tender administration environment

### **Technical and Behavioural Competencies Required:**

- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations
- Knowledge of Supply Chain Management processes and procedures Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations
- Knowledge of Supply Chain Management processes and procedures
- Tender administration
- Working under pressure
- Business Acumen
- Integrity
- Teamwork
- Ability to work with limited supervision

### **Please Note:**

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

**No CVs from recruitment agencies will be considered.**

**Closing Date: 13 February 2024**

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 14 days after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer

**All applicant's personal information received will be used for purpose of this recruitment process only.**

<b>Record Reference</b>	HCM-ADVERT- Senior Officer: Acquisition (RFQ &Tenders)
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