

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: SCM Contract Administration (Re-Advertisement)

Salary total package: Level 8

Centre: Centurion

(Ref. WS05/022022)

Job summary:

This role is responsible for efficient administration of SCM contracts and also provide technical advice to stakeholders, while ensuring compliance with SCM policies, procedures and legislative requirements.

Key Performance Areas:

- Establish and maintain procurement contracts register and ensure that it is kept up to date.
- Advise the Legal department and other end-users of the bid award in order to initiate the contract drafting process.
- Monitor key contract trigger points (contract signing, notice periods, contract expiry)
- Monitor spend/ payments against contract disbursement schedules.
- Advise the end-users to initiate the procurement process or extend the contract/s at least six months before the contract expires.
- Ensure compliance with good procurement contracts administration practice and compliance with SCM policies and procedures.
- Provide the Legal department with general conditions of contract and tender documentation to draft contracts.
- Assist to review procurement contract administration guidelines and standard operation procedures.
- Monitor Supplier performance before invoices are processed for payment on the system.
- Facilitate and monitor improvement plans stemming from regular contract review meetings and non-compliance issues to ensure that suppliers perform at expected levels.

- Ensure up to date and secure recordkeeping and filing of contracts.
- Engage with stakeholders on internal procedures and processes to ensure compliance and service delivery

Minimum Requirements:

- 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, with particular focus on SCM contracts administration.
- Experience using MS office software and ERP systems

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
- Attention to detail
- Customer focus
- 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: 09 February 2022

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.

Record Reference	HCM-ADVERT- WS05/022022
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