



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sport, Arts and Culture

## **VACANCY**

**Position:** **Supply Chain Officer**  
**Reporting to:** **Supply Chain Manager**  
**Job Ref:** **RECR/SCO/001**

### **Job Purpose:**

To be responsible for the accurate and efficient coordination of all the supply chain management activities. To support the Supply Chain Manager in ensuring that all procurement and supply chain activities are done timeous and in accordance with the Public Financial Management Act (PFMA) regulations and established institutional policies and standard operating procedures (SOPs).

### **Qualifications and Experience:**

- National Diploma in Procurement, Logistics, or Supply Chain Management, or a related field from a recognised institution.
- 3-5 years' experience in Procurement, or Supply Chain Management.
- Experience in the Public Sector, or in Government Supply Chain Procedures/Processes is preferred.
- Knowledge of the Government Regulatory Framework such as BBBEE, PFMA, PPPFA and POPI is advantageous.

## **Key Responsibilities:**

### Procurement and Supply Chain Management:

- Support the NFVF staff to procure goods and services in line with the supply chain policy, National Treasury Regulations, and other relevant treasury regulations and policies.
- Issue/advertise tenders/ Request for Proposals (RFPs) on the NFVF's website, Tender bulletins, and Newspapers.
- Ensure that all the bid documents comply with the mandatory requirements as per the SCM policy of the NFVF.
- Source for and evaluate quotations to recommend the appointable service provider, while ensuring that the NFVF achieves best value for money.
- Arrange for and facilitate the bid specification, adjudication, and evaluation meetings.
- Conduct due diligence for the successful bidder before the appointment.
- Publish bid results/outcomes on Tender Bulletin, NFVF Website and the Newspaper.

### Reporting:

- Prepare the monthly procurement register.
- Prepare quarterly cost containment report for DSAC.
- Prepare the BBBEE monthly report.
- Using the Accounts Payable Transaction (APT) Report, facilitate the availability of departmental expenditure for the internal stakeholders at the NFVF.

### Internal Control:

- Verify that all the recommended suppliers are registered on the Central Supplier Database (CSD) prior to appointment.
- Ensure that all SBD forms from service providers are fully completed and signed prior to appointment.
- Monitor and ensure that all the NFVF's staff members adhere to the SCM policies and procedures.

- Assist the SCM Manager to facilitate workshops and training sessions for supply chain.

#### Stakeholder Management:

- Facilitate and ensure effective handover of the approved service provider to the end user.
- Draft and communicate appointment and regret letters to successful and unsuccessful bidders, respectively.
- Plan and coordinate tender briefing sessions with both end users and bidders.

#### Records Management:

- Regularly update, maintain, and make available to other departments the NFVF's supplier panel.
- Keep records of instruction notes and the National Treasury Communications regarding SCM.
- Ensure that tender files and approved purchase orders are filed and securely stored.
- File and store the signed appointment letters of the bid committee members.
- File and securely keep records of proof of adverts (newspapers tender bulletin, and e-tenders) and results publication.

#### Audit Responsibility:

- Effective provision of accurate audit related information pertaining to Supply Chain Management to auditors in a timeous manner.

#### Values:

- Always adhere and model organisational values when dealing with staff, visitors, and stakeholders.

#### **Requirements:**

- Compliance Management.
- Time Management.

- Stakeholder Management.
- Financial Awareness.
- Control and Monitoring.
- Planning and Organizing.
- Multi-tasking.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) no later than **20 February 2022** quoting a relevant reference number.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).



