



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

VACANCY

Position: Temp: Supply Chain Officer
Reporting to: SCM Manager
Ref: RECR/TSCO/001
Duration: Twelve (12) months

Job Purpose:

To be responsible for the accurate and efficient coordination of all the supply chain management activities. The Supply Chain Officer is responsible for supporting the Supply Chain Manager in ensuring that all the procurement and supply chain activities are done timeous and in accordance with the Public Financial Management Act (PFMA).

Qualification & Experience:

- National Diploma in Procurement and Supply Chain or equivalent.
- 2-3 years' experience in Procurement and Supply Chain administration.
- Knowledge of Government Regulatory Framework advantageous e.g. PFMA, PPPFA, BBBEE, Preferential Procurement, POPI, PAIA.
- Experience in government supply chain processes an added advantage.

Key Responsibilities:

- Procure goods and services to provide NFVF staff with resources to perform day to day duties in line with SCM policy, PFMA, PPPFA, Legislations and National Treasury;
- Maintain supplier database to ensure that NFVF departments comply with all regulation as per SCM policy;
- Monitor Supply Chain compliance to ensure that procurement is aligned with National Treasury regulations.
- Facilitate implementation of SCM policies.
- Ensure that Supply Chain processes meet legislative requirements and standards
- Issue process and administer all RFQ's/RFP's and RFT's in line with PPPFA and Treasury regulations.
- Communicate and negotiate with suppliers and vendors to ensure more profitable deals for the NFVF.
- Collaborate with other departments to create coordinated plans.
- Maintain Supply Chain inventory and records.
- Provide guidance and advice to all departments on legislation, regulations, policies and procedures.
- Ensure availability of documents during audit period
- Prepare SCM reports as and when required

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za with the reference [RECR/TSCO/001](#) or fax on 0865197585 by no later than **21 April 2024**.

Note: Correspondence will be made only with the shortlisted candidates and no late applications will be considered.

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