



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

VACANCY

Position: Temp: SCM Coordinator

Reporting to: Temp: SCM Manager

Job Ref: RECR/TSCMC/001

Duration: 08 months

Job Purpose:

The Supply Chain Coordinator will be responsible for efficiently and effectively carrying out a range of administrative functions related to Supply Chain Management. This includes administering procurement processes, coordinating meetings, calling suppliers, capturing and filing of data.

Qualifications & Experience:

- Degree/Diploma in Supply Chain Management/Logistics/Finance
- 1-2 years relevant working experience
- Experience of working on SAGE Evolution would be advantageous

Key Responsibilities:

Committee Administration:

- Undertake administrative tasks related to bid specifications, bid evaluations and bid adjudication
- Drafting letters to appoint committee members for CEO approval and signature
- Send out committee appointment letters and receive acceptance letters from appointed members
- Send out meeting dates for each committee
- Keep SCM Manager informed of the non-availability of committee members
- Collate and send all relevant documentation for each meetings including draft terms of reference or committee reports
- Preparation of meeting governance documents such as attendance registers and ensure completion by all attendees
- Book boardroom and make logistical arrangements for the meetings
- Ensure recording of proceedings
- Draft minutes from notes taken and/or from meeting recordings

- Send draft minutes to meeting chairperson for approval
- Send final minutes to all committee members once approved
- File all documentation electronically and in hard copies per meeting for record keeping and audit purposes

Filing:

- Maintain departmental filing system
- Ensure all proceedings relating to record-keeping are followed – both electronic and physical
- Track holding times and identify when documents can move to off-site storage

General Administration:

- Respond to administration and process related SCM queries
- Receive purchase requisitions and allocate unique number to each
- Generate PO, Match purchase orders to goods received notes
- Schedule meetings and prepare documentation for quarterly supplier performance evaluations with contracted service providers
- Take minutes at supplier performance evaluations
- Draft minutes for approval
- Send out and file approved minutes
- Keep record of deviations in the department
- Management of SCM supplier database

Skills & Behavioural Attributes:

- Supply chain procedures and processes
- Buying process
- Administration
- Filing
- Data capturing
- Ability to multi-task
- Planning and organisational skills
- Attention to details
- Good verbal and non-verbal skills
- Computer Literacy
- Public Sector knowledge (PFMA, NT Practice notes)
- Microsoft Office Suite

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za by no later than **04 July 2025 at 16h00**.

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).