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13 Streak Street
Mbombela

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1200

Tel 013 753 9000
Website www.iucma.co.za



IUCMA Job Advertisement Closing date: 27 January 2023

The Inkomati-Usuthu Catchment Management Agency is a water resources management institution established in terms of the National Water Act (Act 36 of 1998) to perform sustainable and equitable integrated water resource management within the Inkomati-Usuthu Water Management Area (WMA) in Mpumalanga.

Highly motivated and creative individuals who want to join this exciting and rapidly growing institution qualifying on the **minimum requirements stated below** are invited to apply for the following vacancy:

SUPPLY CHAIN MANAGEMENT OFFICER (NELSPRUIT, HEAD OFFICE)

Remuneration Package within salary band C1 (Ref no: IUCMA/01/23)

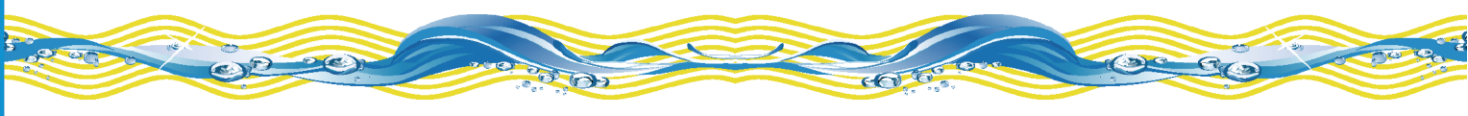
Requirements: The candidate must possess a National Diploma/ Degree in Supply Chain Management/ Finance. Minimum of 2 years' experience in Supply Chain Management.

Knowledge, skills, and competencies required: Knowledge of Bid processes, Public Sector Supply Chain Management processes and models, Procurement process, PFMA and related legislations. The candidate must also possess the following Skills: Administrative, Analytical, Coordination, Monitoring, Computer Literacy, Interpersonal, Liaison, Communication (verbal & written and Report writing Skills. Must be Approachable, Attention to detail, Deadline driven, follow through, Proactive, Results driven, Team player, Reliable and maintain Integrity, Honesty and Confidentiality

Key performance areas: Assist with the compilation of procurement plan annually. Compile submissions for the appointment of bid specification, bid evaluation and bid adjudication committee members. Ensure compliance to PFMA and National Treasury Regulations, relevant prescripts and SCM Practice Notes. Ensure compliance to IUCMA policies and procedures. Assist with the Compilation of bid documents. Assist with the compilation of advertisement for bids. Create requisitions on SAP system for contracts. Create vendors on SAP system for contracts. Create contracts on SAP system. Maintain quotations on SAP system for contracts. Issue authorized purchase orders to suppliers for contracts. Assist with expediting deliveries of ordered goods, services and works for contracts. Assist with the transferring of all awarded bids to legal division for compilation of service Level agreements (SLA) and contract. Arrange meetings for the signing of contracts with awarded bidders. Assist with all IUCMA external and internal contract queries.

The **Inkomati-Usuthu CMA** is an equal opportunity employer and reserves the right not to make an appointment or withdraw the position. It is the institutions' intention to promote equity through the filling of vacancies anticipating meeting all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race; gender and disability status is required.

Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/ asset record check, qualification verification and previous employment verification). The successful candidate will be appointed on a probation of six (6) months and then permanent should all conditions of the probation be satisfied. As these posts are not scarce skills positions, **preference will be given to South African citizens**. Correspondence will be limited to the shortlisted candidates only.



Suitably qualifying candidates should apply as follows: Post or Hand Deliver a comprehensive curriculum vitae (CV) with at least 3 contactable references, certified copies of qualifications, ID and Driver's License (not older than 6 months certification) to: Human Resource Division, Inkomati-Usuthu Catchment Management Agency, Private Bag x11214, Nelspruit 1200) MAXSA Building, Corner Streak and Ferreira Street, Nelspruit. All candidates must complete a compulsory IUCMA JOB APPLICATION FORM obtainable from the IUCMA website or at the IUCMA Receptions in Nelspruit, Bushbuckridge and Piet Retief. **NO FAXED AND EMAILED APPLICATIONS WILL BE ACCEPTED.** Candidates who graduated must submit certified copies of the qualifications. Candidates still to graduate can submit an endorsed academic record that states completion date of the qualification and the date of the graduation.

Enquiries: Ms. D.S Malumane or Ms. P.Z Tibane on 013 753 9000.

Closing date: 27 January 2023 at 16h:00 PM.

All applications received after closing date will not be considered.

*If you have not received a response from this institution within **three months or any period determined by the institution subject to the recruitment volume** after the closing date, consider your application as unsuccessful.*

