

## **Supply Chain Management: SPECIALIST**

**Salary: R 885 864,14 per annum plus benefits**

**Please Note: This is a fixed term position until 31 March 2030**

The Public Service Sector Education and Training Authority needs to employ a suitably qualified SCM Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

### **Job profile:**

To monitor and control the functions and responsibilities pertaining to Supply Chain Management in the PSETA.

### **Duties and responsibilities:**

#### **Supply Chain Management (40%)**

- Collates the Demand Management Plan from all PSETA divisions.
- Prepares and presents the Annual Procurement Plan.
- Ensures completeness, safekeeping, updates and performance of drafted contracts and providers in compliance with stipulations of respective framework and legislation.
- Assists Manager with liaison with Treasury regarding expansion of contracts.
- Oversees sourcing of quotations and recommend thereof.
- Applies appropriate prescribed policies in procurement of goods and services as dictated by National Treasury.
- Aligns all PSETA procurement needs with the PSETA's SCM Policy and PFMA.
- Reports weekly on tender's status, contract register, deviations and outstanding purchase orders; monthly on UIFW register status and quarterly external reporting on Procurement Plan and UIFW status.
- Executes the bid/ process with proactive planning utilising the Tender Plan.
- Manages the deviation register.
- Drafts submissions as per Manager's instructions.
- Coordinates the convening of the Bid / Tender Evaluation Committees, draft minutes, assists Manager with preparation of memos to appoint annual standing Committees.
- Engages with Treasury regarding participation of the PSETA in transversal term contracts.
- Sources external services in special cases to provide relevant expertise to inform bid / tender decisions.
- Ensures compliance with the tender process at all times in line with Treasury stipulations.
- Prepares bid report with supporting documentation upon completion of the vetting process for submission to the Bid Adjudication Committee for final approval.

- Prepares memorandums together with supporting documentation upon approval of bids / tenders, for the Finance department to execute payment upon completion of goods / services rendered by Suppliers.
- Prepares Supplier contracts and submits to Manager for review prior to vetting and approval.
- Manages the disposal of assets within the PSETA in liaison with the SCM Manager.
- Manages the invoice register, document control register and all other registers within the division to ensure sound document control.

### **Compliance (30%)**

- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within own department and area of responsibility.
- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful and irregular expenditure.
- Provide support to the Internal Auditors and AG and respond to the findings.

### **Cost and Finance Control (10%)**

- Contributes to the budget preparation process.
- Promotes and communicates the effective, efficient, economical and transparent use of financial and other resources.
- Monitors and controls expenditure against budget and ensures spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to control and reduce costs.

### **Customer Service (15%)**

- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.
- Represents PSETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.

### **PSETA Values (5%)**

Living the PSETA Values:

- **Honesty and Integrity:** being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.
- **Accountability:** answerability, blameworthiness, liability, and the expectation of account-giving.
- **Service Excellence:** providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- **Fairness and Transparency:** impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.

**QUALIFICATIONS:**

Bachelor’s degree in Supply Chain Management, Procurement or related fields (NQF 7).

**ADVANTAGEOUS** - Bachelor’s Hons degree in Supply Chain Management, Procurement or related fields (NQF 8)

**MINIMUM Experience**

Up to 5 Years

**TYPE OF EXPERIENCE**

Up to 5 years’ experience in SCM, Procurement or Accounting environment as an Officer Of which:

1-2 years at Supervisory level

**ADDITIONAL REQUIREMENTS**

Driver’s License Code B

COMPETENCIES	
COMPETENCY	DESCRIPTION
Management and Supervision	Creating a work environment in which people are enabled to perform to the best of their abilities.
Time Management	Puts resources and processes into logical and comprehensible order.
Teamwork	Working collaboratively with a group of people in order to achieve a goal.
Interpersonal Relations and Skills	Self-awareness of own emotions and behaviours when interacting with others.
Decision Making	Makes decisions in a timely manner.
Creativity/Innovation	Demonstrates initiative, and the ability to find information or solutions needed for assignments or projects.
Conflict Management	Demonstrates a willingness to see things from the other’s point of view.
Adaptability/Flexibility	Readily accepts change as part the job and uses it to continually improve.

**If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via email with subject: Application for Supply Chain Management Specialist to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).**

**PLEASE NOTE: Closing Date: 25 February 2026**

Enquiries: Ms. Phuti Phosa - **Call: 012 423 5700**

**Please note that this is an employment equity position. All applicants are considered; however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.**

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date,

kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

04/02/2026

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