

External Vacancy

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

POSITION: Officer: Demand and Acquisition

REFERENCE NUMBER: CATHS10/2023

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: Patterson Grade C2

SALARY: R523 785 per annum (All-inclusive package and not negotiable)

LOCATION: Head Office in Midrand

REPORTS TO: Manager: Supply Chain Management

JOB SUMMARY

To support and complement the Procurement Management Practitioner provide acquisition management services for CATHSSETA.

Key Performance Areas and Responsibilities

- Collecting the sourcing needs and requirements across the business units;
- Drawing up the project plans to fulfil different demand plans;
- Conducting needs assessment, categorising commodities and confirming availability of funds;
- Managing office logistics requirements;
- Compiling and maintaining supplier database;
- Capturing and verifying source documents;
- Providing administrative support in the bid/quotation process;

- Distributing goods in terms of specific handling requirements;
- Report on SCM information as required to internal and external stakeholders;
- Prepare all the documentation relevant for the support to the Bid Specification , Evaluation and Adjudication Committees;
- Ensure that all relevant Standard Bid documents are complied with;
- Provide administrative support during bid processes such as Bid Evaluation Committee and Bid Adjudication Committee;
- Work within the set departmental budget;
- Implement and maintain initiatives that ensures financial viability;
- Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility; and
- Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements.

Qualifications, Skills, Experience and Attributes

- National Diploma in Supply Chain Management or equivalent is a minimum requirement
- A Degree in Business Administration would be an added advantage
- A CIPS qualification or equivalent would be an added advantage
- 2 -3 years experience as a Demand and Acquisition Officer
- 1 year experience in a SETA environment would be advantageous

Knowledge Required

- Basic knowledge of relevant Public Service Acts (PFMA, BBBEE codes, Treasury Regulations and SDA)
- Policy interpretation and implementation
- Basic knowledge and understanding of Internal Controls, Policies, Processes and Procedures in Supply Chain Management
- Knowledge of GRAP and Delegation framework

Technical Skills

- Analytical and problem solving

Core Competencies

- Quality concern and attention to details

- Customer focus and loyalty
- Organisational commitment
- Integrity and ethical behaviour

Generic Competencies

- Planning and organising
- Impact communications
- Financial management

Applications are to reach CATHSSETA by 16h00 on Tuesday, 07 November 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal-opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarise themselves with the specific details of the positions they are applying for.

Applications must be accompanied by **a signed application form indicating the position you are applying for, and a detailed CV (in a word format)**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to FINrecruit@cathsseta.org.za

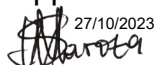
Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CATHSSETA reserves the right to subject shortlisted applicants to psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms N Xhalabile on 011 217 0600. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved:

 27/10/2023

External Advert – Officer: Demand and Acquisition

Page 3 of 3

Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukakgomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlana • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shanitha Khan • Ms Lesiroha Matshediso Lesutu
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene