



Coordinator: Supply Chain Management

Job Purpose: support and complement the Supply Chain Manager by providing demand and acquisition management services for CATHSSETA.

Job Requirements: A National Diploma or a Degree in Supply Chain Management/ Auditing/ Financial Management or equivalent is a minimum requirement. A CIPS qualification will be an added advantage. At least three years' Acquisition and Demand Management experience.

Competency Requirements: The incumbent should demonstrate capabilities related to; Policy development, planning and organising, performance management, deadline driven, supplier or customer relationship management, inventory management, attention to detail, conflict management.

Job Responsibilities: Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Align business activities with strategic and operational plans. Assist the designated manager to deliver on the Supply Chain Management Strategy thereby: conducting needs assessment, categorizing commodities and confirming availability of funds, managing office logistics requirements, compiling and maintaining supplier database, capturing and verifying source documents and place orders with suppliers and ensure that goods received are recorded and stored. Providing administrative support in the bid/quotation process, distributing goods in terms of specific handling requirements. Managing the asset register by allocating item identification numbers for commodities, implement inventory techniques, determine stock levels and maintain stock records, conducting stock take. Report on SCM information as required for internal and external stakeholders. Coordinate and implement projects within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Implement recommendations from stakeholders. Perform any and all reasonable tasks assigned by Senior Management.

Please forward a detailed CV to recruitment1@bloc-placements.com or recruitment3@bloc-placements.com to reach CATHSSETA no later than Sunday **12 February 2017**. Late applications will not be considered.

Note: Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.