

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



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: Practitioner: Procurement Management

REFERENCE NUMBER: CATHS07/2023

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: Patterson Grade C4

SALARY PACKAGE R671 979,00

LOCATION: Head Office in Midrand

REPORTS TO: Manager: Supply Chain Management

JOB SUMMARY

To provide support and assist the Manager: Supply Chain Management in managing overall SCM operations, including demand and acquisition management.

Key Performance Areas and Responsibilities

- Provide input into the development, implementation and review of the Supply Chain Management (SCM) systems and policies;
- Participate and contribute to the development and implementation of SCM strategic, annual performance plans and operational plans which are aligned tot the Organisation's Strategic Plans;
- Work together with the SCM Manage to Improve productivity within the area of responsibility and align business activities with strategic and operational plans;
- Coordinate the meetings for the SCM committees, namely: bid specifications, bid evaluation and bid adjudication;
- Implement the demand and acquisition management processes;
- Coordinate the preparation of the vendor contracts and implementation thereof in collaboration with various internal stakeholders such as Legal Services and end-users;
- Identifying preference points system and appropriate goals per commodity in terms of the legislation;
- Overseeing the development and utilisation of a supplier database;
- Coordinate the sourcing of bids/quotations in accordance with relevant legal prescripts;

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezel Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

- Management of logistics operations;
- Ensure the implementation of the disposal plan;
- Implementation of Supplier and Enterprise Development initiatives to ensure monitoring and evaluation thereof;
- Utilising procurement management system for provisioning, procurement, stock control and reporting;
- Support the SCM Manager to drive initiatives aimed at eliminating waste, improving productivity and reducing operating costs within the area of responsibility;
- Assist to Develop and maintain applicable SCM policies to ensure tight fiscal control;
- Ensure implementation and monitoring of systems, policies, procedures and processes;
- Comply with all legislative requirements, PFMA, Treasury Regulations, Preferential Procurement, BBBEE codes, PPPFA, etc;
- Assist in obtaining a departmental Audit score equal to the other SETAs' average or better;
- Assist in managing the annual SCM risk assessment and develop the SCM risk universe and risk response plan;
- Work with SCM Manager in developing, review internal controls;
- Set performance targets for direct reports and regularly monitor achievement thereof (performance management). Provide feedback on the performance of the team;
- Ensure the capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs);
- Coach and/or mentor subordinates, where required;
- Ensure management, review and specify an efficient and effective utilization of resources; and
- Ensure participatory democracy and Batho Pele principles through caring, accessible and accountable service.

Qualifications, Skills, Experience and Attributes

- Matric plus National Diploma (NQF 6) in Supply Chain Management or equivalent relevant qualification;
- CIPS qualification will be advantageous;
- 3-4 years experience as a Procurement Practitioner;
- Driver's license is required; and
- 2 years of experience in a SETA environment will be advantageous.

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Knowledge Required

- Understand various prescripts governing the SETA environment and the public sector in general;
- Understanding Strategic Planning, Risk Management and Performance Management processes in the Public Sector;
- Understanding Public Sector budgeting processes; and
- Good knowledge of Public Service Acts (PFMA, BBBEE codes, Treasury Regulations, Preferential Procurement, etc)
- Knowledge of Contracts and SLA management
- GAAP and GRAP
- Logistics and purchasing

Generic Skills

- Project management
- Planning and organizing
- Impact Communication
- Financial management
- Report writing
- Conflict handling
- Interpersonal
- Mathematical
- Analytical
- Presentation
- Computer literacy

Technical Skills

- Time management and ability to meet deadlines.
- Good written and verbal communication and excellent interpersonal skills

Generic Competencies

- Paying attention to detail
- Customer focus and loyalty
- Organisational Commitment
- Integrity and ethical behaviour
- Innovation and initiative.

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Personal Attributes

- Honesty
- Integrity
- Diligence
- Respect
- Trustworthy
- Ability to work in a team
- Ability to work under pressure

Applications are to reach CATHSSETA by 16h00 on Friday, 18 August 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal opportunity employer committed to the 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.