

Supply Chain Management Clerk

Ref number (ADA 2019/08/01)

06 months contract

Minimum Requirements:

A three year degree or Diploma qualification in Supply Chain Management or equivalent qualification coupled with a 1-2 years relevant experience within the SCM environment. Extensive knowledge and the understanding of prescripts related to the Supply Chain Management. A valid driver's license will be advantageous.

Key Performance Areas:

- Compile bid/quotation documents and ensure the alignment with the ADA SCM policies, processes and procedures and other prescripts applicable to SCM.
- Invite bids /quotations using the relevant media that will promote competition.
- Ensure that all bid/quotations offers are recorded in the register
- Check completeness of bid documents and that the requirements have been met.
- Provide secretarial support, advice & guidance function to the bid committees.
- Register & Check all purchase requisition for completeness.
- Generate orders and expedite delivery of those orders.

Suitable candidates will be selected with the intention of promoting representivity.

Note:

- All applicants are subject to the signing of performance agreement;
- ADA reserves the right not to appoint any applicant to the above position.
- Applications must be submitted in the following manner :
- A covering letter indicating the reference number and the post that you are applying for, together with a brief motivation
- A Comprehensive Curriculum Vitae (Previous experience must be comprehensively detailed and originally certified copies of qualifications)
- Failure to submit the requested documents will result in the application being disqualified.
- Full names, addresses and telephone numbers of two work related referees.
- If you are applying for more than one post, please submit a separate application for each post.

Enquiries: Ms. T Nsuntsha

Closing date: 23 August 2019

Forward your applications, stating the relevant reference number and the name of the publication in which you saw the advertisement, for attention of Ms. N Ngubane, Agribusiness Development Agency, Private Bag x01, Montrose, Pietermaritzburg 3202 or hand deliver to No5 Cascades Crescent ,Cascades Office Park, Montrose Pietermaritzburg.

Should you not hear from us 8 weeks after the closing date, please consider your application unsuccessful

