



## **South African Nursing Council**

(Under the provisions of the Nursing Act, 2005)

e-mail: [registrar@sanc.co.za](mailto:registrar@sanc.co.za)

website: [www.sanc.co.za](http://www.sanc.co.za)

**SANC Fraud Hotline: 0800 20 12 16**

Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia,  
Pretoria, 0083

Tel: 012 420-1000

Fax: 012 343-5400

Private Bag X132, Pretoria, 0001  
Republic of South Africa

### **ADVERTISEMENT**

**DEPARTMENT : FINANCE**

**POSITION : ADMINISTRATION CLERK: PROCUREMENT**

**ANNUAL CTC : R250 722.26**

**CLOSING DATE : 30<sup>th</sup> OCTOBER 2018, AT 16H30**

### **MINIMUM REQUIREMENTS:**

- A recognised Diploma/National Diploma in Supply Chain Management, Procurement and Public Management or equivalent qualifications
- 2 years working experience in supply chain actively performing Acquisition/Procurement activities (tenders, RFQs, RFPs, requisitions and purchase orders)
- Experience in providing administrative and expert support pertaining to bid committees and user departments will be advantageous

### **REQUIREMENTS COMPETENCIES:**

- Detailed knowledge of Supply Chain Management principles
- Knowledge of B-BBEE, PPPFA and Treasury Regulations
- The ability to apply Supply Chain Management policies
- Computer literacy (working knowledge of Ms Office, Ms Word, Ms Excel, Ms Outlook)
- Articulate and good verbal communication skills
- Problem solving skills
- Creative and innovative thinking
- Ability to perform under pressure
- Ability to work effectively in a team
- Good administrative skills

### **KEY PERFORMANCE OUTPUTS:**

- Invite quotations for goods and services
- Assist publish/advertise tenders/bids on relevant media
- Assist in generate purchase orders and ensure approved orders are timeously sent to service providers
- Compare supplier invoices with purchase orders in order to verify accuracy
- Safe keeping of bid files, registers and bid documents
- Assist in provide secretariat support to Bid Committees and ensure relevant documents are prepared
- Assist in coordinate briefing sessions and provide the necessary administrative support

*VISION: Excellence in professionalism and advocacy for health care users*

- Follow up on outstanding statements and invoices of suppliers and make relevant payment submissions for authorisation
- Assist with information required by internal and external clients
- Assist in attending to queries relating to procurement and invoices
- Assist with reviewing of Bid Specifications/Terms of reference received from end-users.
- Follow-up on undelivered goods and services
- Verify and confirm specifications and terms of reference prior to invitation of bidders.
- Timely compilation of all required submissions, including relevant reports
- Assist with ad-hoc projects as may be determined by management

**NB:** Applications must be completed in full on the prescribed form, obtainable from the South African Nursing Council (SANC) website. Alternatively the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, 0083. Applications can be e-mailed to [careers@sanc.co.za](mailto:careers@sanc.co.za) alternatively applications can be send via post to The Human Resource Department, Private Bag X132, Pretoria, 0001 or hand delivered at 602 Pretorius Street, Arcadia, Pretoria

Incomplete applications or those that do not meet the above requirements will not be considered

All applications must be accompanied by certified copies of all relevant educational and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

Please note that correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within two months after the closing date of this advertisement, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.