



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

e-mail: registrar@sanc.co.za
website: 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: SOURCING
ANNUAL CTC : R 250 722.26
CLOSING DATE : 30TH October 2018, at 16H30

MINIMUM REQUIREMENTS:

- A recognised Diploma/National Diploma in Supply Chain Management, Public Management or equivalent qualifications
2 years working experience in supply chain actively performing supply chain activities
- Experience in providing administrative and expert support pertaining to demand, database and contract management will be advantageous

REQUIREMENTS COMPETENCIES:

- Detailed knowledge of Supply Chain Management principles
- Knowledge of BBBEE, 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:

Demand Planning:

- Provide administrative and specialised support services to user departments
- Assist in the coordination of inputs from End Users and compiling of demand management plan
- Assist in developing Procurement Plan for SANC
- Capturing of information on the database and maintain the supplier database
- Assist with drafting of Bid Specifications and Terms of Reference
- Analyse the budgets, specification and terms of reference from end-users
- Maintain the supplier database and ensure its accuracy
- Conduct due diligence and track status of the supplier on the database
- Register applications of suppliers on the database
- Generate and submit the list of suppliers to be invited for bids/quotations.

VISION: Excellence in professionalism and advocacy for health care users

Contract Management:

- Register contracts and open contract administration file
- Assist in overseeing contracts in line with regulatory requirements of SANC
- Arrange monthly or quarterly meetings with service providers and end-users
- Assist in the negotiations of contracts and Service Level Agreements
- Assist the Catering Service staff for the Council
- Assist in gathering information used during the compilation of reports
- Liaise with internal and external clients
- Estimate risks and advise on the possible mitigation strategies
- Perform other related responsibilities as and when required

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.