

**POST:**

**SUPPLY CHAIN PRACTITIONER: QUOTATIONS MANAGEMENT  
3 POSTS REF: 280114/14**

**SALARY:**

R 123 738 per annum (Level 5)

**CENTRE:**

Pretoria

**REQUIREMENTS:**

A grade 12 certificate. A national diploma or degree in Public Management/Finance/Supply Chain Management will be an added advantage . One (1) year working experience.. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Accountability and good ethical conduct.

**DUTIES:**

Sourcing of quotations from suppliers. Conducting CIPC verification and VAT Vendor search on suppliers. Receiving of quotations. Drafting the final memorandum for awarding of quotations. Communication with clients on the status of their requests. Drafting progress reports on the requests allocated.

**ENQUIRIES:**

Ms E Kgwadi, Tel (012) 336 7120