



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA

The HDA has the following **permanent** position:

Supply Chain Management: Officer

Location: Johannesburg

Reference: MIH/SCM-08 -GP

Main Purpose: To provide administration support to the SCM (procurement) unit.

Key Responsibility Areas:

Order management:

- Daily management of procurement to pay process for all provinces
- Receive and assess requisitions with the purpose of determining the procurement strategy to be used
- Issue and place request for quotations in the relevant media and HDA website
- Evaluate supplier offers in line with the Preferential Procurement Policy framework Act and the HDA Supply Chain policies and procedures
- Identify and analyse commodities with the objective of creating contracts
- Expediting on outstanding orders
- Compile monthly purchase order reports
- Report on savings, cost reduction and avoidance
- Keep all documents (Requisitions, quotations and orders) together for filing purposes
- Provide support to HDA staff in the interpretation, implementation and procurement policy for purchases under R1 million

RFX management:

- Place adverts in appropriate media for the required time period
- Preparing, issuing of Request for information/quotation/ information (RFX) documents
- Receive and register RFX documents
- In conjunction with user departments, evaluate supplier offers and recommend
- Provide guidance to the end users in terms of the RFX procedures
- Confirm SLA's are in place prior to formal appointment where applicable (i.e. services)
- Compile and prepare SCM report after evaluation of bids

Vendor management:

- Coordinate the loading and updating of vendors into the Sage 300 system

- Manage the rotation of vendors
- Report on non-performance by vendors
- Compile monthly report in terms of contracts, purchase orders and BBBEE spend

Contract maintenance:

- Verify documents received against contract checklist
- Follow-up on outstanding contracts and all relevant documentation
- Report on contracts that are about to expire and action taken
- Update contract register
- Safekeeping and filing of contracts
- Draft standard contracts for approval
- Loading of approved contracts on - A Complete and Comprehensive Program for Accounting Control (ACCPAC)

Bid committees administration:

- Compile Bids Adjudication committee (BAC) packs after evaluation of Bid Committees Administration (BCA) packs
- Manage the timeous distribution of BAC packs
- Reviewing the terms of reference for approval
- Minute taking at Bid Specification Committee (BSC) if required

Administration and Filing:

- Assist with the updating of the HDA website with all adverts, calls for proposals and proposal awards
- Monitor movement of contracts

Requirements

- National Diploma in Purchasing / Logistics
- 3 years SCM experience
- Competent in MS Outlook, Excel intermediate, PowerPoint intermediate and Word intermediate
- Competent at ACCPAC
- Good communication, analytical and administrative skills
- Knowledge of PFMA, (Preferential Procurement Policy framework Act) PPPFA and National Treasury Regulations, Broad Based Black Economic Empowerment (BBBEE)

Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to hda.applications@mihrecruitment.co.za

Should you not comply with the above requirements your application will NOT be considered.

Closing date for applications: 18 September 2018

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

Enquiries: Wandile Mhlanga / Noxolo Phohleli (011) 656 2863

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.

