



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 is 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](http://www.thehda.co.za).

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

**Specialist: Supply Chain Management**

**Location: Gauteng**

**Reference: SCMGP/10/2017**

**Main Purpose:** To manage and implement effective SCM policies and practices within the HDA.

**Key Responsibility Areas:**

- **Bid Specification and Calls for Proposals**
  - Participate in and provide advice at Bid Specification meetings to ensure that SCM policies are complied with for tenders
  - Provide advice in the development of Calls for Proposal to ensure that SCM policies are complied with
  - Take minutes if required
- **Tender Documentation Preparation and Advertising**
  - Establish industry based tender compliance requirements (e.g. CIDB, NHBRC) through reviewing scope of the terms of reference and integrating the compliance requirements into the tender documentation as required.
  - Distribute the draft tender advert template to facilitate the line manager drafting a tender advert
  - Place advert in appropriate media for the required time period
- **Tender/Proposal Receipt**
  - Receive tenders/proposals either through email or hard copy submitted tenders, implement the required tender receipt management process.
  - Review submitted tenders/proposals for SCM compliance through checking submissions against the requirements defined in the Terms of Reference or Calls for Proposal.
  - Prepare a report highlighting the compliant and non-compliant submissions with explanations to the Bid Evaluation Committee
- **Bid Evaluation Committee**
  - Schedule and convene a Bid Evaluation Committee through identifying key participants and distributing relevant materials
  - Minute the Bid Evaluation Committee meeting through capturing the key aspects of the evaluation discussion
  - Provide advice on compliance and SCM related matters as required at the Bid Evaluation Committee meeting
  - Apply the BEE and Pricing formulae to the tenderers that meet the Bid Evaluation assessment criteria and identify the highest rated tenders
  - Prepare the packs for the Bid Adjudication Committee

- **Bid Adjudication Management:**
  - Manage the approval, signature and storage of BAC minutes and reports
- **Bidder Communication:**
  - Manage the communication of the outcome of the BAC or Proposal Review process with successful and unsuccessful bidders in line with the established policy
  - Refer any queries from bidders related to tender/proposal outcomes to SCM and Contracts Manager
- **Contract Management System:**
  - Conduct SCM compliance checking of contracts that have been awarded and contracts on the contracts register to ensure compliance with the SCM policy
  - Manage the loading of contracts onto the contract management system
  - Maintain the contract register for tenders through updating register with all contract changes monthly
- **Supplier/Service Provider Management:**
  - Address any supplier database errors with the Procurement Administrator
  - Approve the sharing of the HDA service providers and preferred suppliers with all HDA staff through the intranet
  - Manage the validity of compliance data for preferred suppliers through ensuring that relevant documentation is provided and updated annually
- **Vendor System Management**
  - Manage the loading of approved vendors onto the vendor system in line with the defined contract nature and SCM requirements
  - Manage the issuing purchase orders for loaded and approved vendors to ensure they are compliant with the SCM requirements
  - Approve purchase orders for procurement between R30 000 and R100 000 in line with the delegated authority level and SCM policy requirements
  - Manage the annual vendor details validation and updating process through checking the accuracy of information captured
- **Reporting and Administration**
  - Draft reports as required including:
  - BEE and SMME reports
  - Contract register reports
  - Undertake all required administration as necessary

**Qualifications & Experience:**

- Relevant degree or equivalent in SCM or similar
- Public sector procurement experience is essential
- Computer literate
- Minimum 5 years public procurement experience

Please forward relevant CV in a Microsoft Word format to [recruitment@labournet.com](mailto:recruitment@labournet.com) (Clearly marked with the reference number of the position).

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

**Closing date for applications:** 17 October 2017

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:** Karabo Moerane, tel. 010 590 9422

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**Conditions of service:** The HDA is an equal opportunity employer ●Appointments will be made in accordance with the HDA EE 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.