

Job Title:	Provincial Assets & Procurement Officer	Job Grading:	C1
Department/Group:	Programmes	Province	Western Cape
Job Description			
<p>PURPOSE OF THE POSITION</p> <p>To ensure proper control, management and reporting of inventories and assets on all projects in the Province.</p> <p>SCOPE</p> <p>The Provincial Assets & Procurement Officer (PA&PO) will report to the Provincial Manager. The PA&PO will be responsible for ensuring that financial controls and systems are maintained by supporting the Provincial Manager in inventory and asset management, conducting audits and verifications and ensuring adherence to physical controls and assist in maintaining accurate financial records.</p> <p>KEY PERFORMANCE AREA</p> <p>Assets</p> <ul style="list-style-type: none"> • Maintain an up-to-date project fixed assets register (FAR) • Where applicable, receive weekly documented information from project sites and maintain an up-to-date inventory control schedule (ICS) • Retain physical and electronic information on all relevant documentation for both the FAR • Analyse financial records and transactions and prepare accurate reports as required by Stakeholders • Monitor and manage project site team performance and recommend changes to operational strategies to ensure accurate and timely information flows from sites • Review and maintain policies and procedures for fixed assets and inventory controls • Execute corrective measures when early warning signs exist of performance issues • Monitor and report changes in the Assets Risk register • Make timely recommendations for mitigating strategies and risk rating changes • Coordinate with Donors, Funders and Stakeholders as required <p>Procurement</p> <ul style="list-style-type: none"> • Coordinate procurement process for the Province • Ensure strict adherence to the procurement code of conduct, policies and procedures. • Manage the Provincial Suppliers database • Source and contract with reputable Suppliers only. • Update the Supplier Database with new registrations within the stipulated period. • Assist in the preparation of Supplier/Vendor contracts and related documentation. • Collaborate with TD staff ensuring clarity of specifications and expectations on key purchases. • Distribute Requests for Quotations (RFQ's) to all relevant Suppliers/Vendors for requested goods and/or services. 			

- Receive the RFQ's back from Suppliers/Vendors and track responses for future reporting.
- Process the purchase requisition (P/Req) in the ERP system for review and authorisation by the SPO.
- Distribute all authorised purchase orders (P/O's) to the relevant Suppliers/Vendors and ensure timely and accurate delivery of goods and services as defined per P/O.
- Receive all Supplier/Vendor documentation for review of completeness and distribution to the Finance department for timely processing and payment.
- Ensure the retention and control of physical and electronic procurement and Supplier/Vendor related documentation.
- Assist with the submission of documents and invoices to the funder/Stakeholders.
- Assist in controlling spend and build a culture of long-term saving on procurement spending.
- Assist in managing the adherence to defined procurement policies and procedures

To undertake any other tasks and/or duties, which may arise from time to time and are commensurate with the general level of this position as directed by the Provincial Manager.

This job description is not an exhaustive list of the duties of the employee, but represents a general description of the work performed in the position concerned. In addition to the specific duties mentioned herein, the employee is required to do all such things as may be necessary for, or incidental to, the proper performance of such specific duties and in addition will be required to comply with all reasonable and lawful instructions given by the superior/s.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

Education and qualifications

- Qualification Diploma or Degree in Financial Management or equivalent
- + 3 years' experience in Community Development Projects Assets Management and procurement processes
- Advanced Knowledge of MS Excel

Application to be sent to HR@Thembalethudev.org by Tuesday 28th September @ 12:00 am.

On the email subject please specify the position you applying for.

Should you not hear from us by 29th September, please consider your application unsuccessful.