

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key programmes constitute the focus of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

JOB PURPOSE

This position provides for the coordination of the purchasing and procurement activities of the Agency. The incumbents are expected to have had extensive exposure in the procurement processes in the Public Sector and knowledge of the PFMA.

REQUIREMENTS

Formal Qualifications:

- National Diploma or NQF level 6 qualification in Supply Chain Management / Logistics or related discipline

Experience:

- 3 years Supply Chain Management experience

KEY PERFORMANCE AREAS

The successful candidate will be expected to:

- Manage the functioning of Acquisition and Demand Management System.
- Coordinate activities and procedures associated with monitoring personnel.
- Implement the demand management plan and assist with the budget allocation.
- Manage all prospective and preferred supplier database activities.
- Coordinate, review and execute the bidding process.

- Conduct internal training on the SCM policy and procedures.
- Manage the disposal management process.
- Implement cost reduction scheme and SCM process improvement.
- Identify problem areas and develop and apply problem solving methods.
- Prepare internal and external reports and adhere to recordkeeping processes and methods.

COMPETENCY REQUIREMENTS

- Purchasing and Procurement Policies and Procedures
- Supply Chain principles
- Service Providers Evaluation Techniques
- BBBEE Act
- SMME Development Strategies
- awareness, good business ethics and understanding of legal contracts.
- Understanding of Supply Chain management processes
- Functions of Bid Committees
- Understanding of the National Treasury Regulations.
- Supply Chain Management policies and procedures.
- Statutory requirements e.g. PFMA, PPPFA
- Finance policies and procedures

Submit detailed CV's including certified copies of qualifications to: Ayanda Zwane at recruitment6@cbrta.co.za and please quote the reference number.

NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities are encouraged to apply.

BENEFITS:

Employer offers an all-inclusive remuneration package of R610 242 p.a.

Closing Date: 21 September 2023

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to a reference, security clearance and criminal records check. Should you not hear from the C-BRTA 21 days after the closing date, consider your application unsuccessful.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

In order to consider any application for employment, the Agency will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.