



The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

**SUPPLY CHAIN MANAGEMENT SPECIALIST**  
**Ref No.: SAHPRA 051/2020**

**CENTRE: Pretoria**

**REQUIREMENTS:** • National Diploma or degree in supply chain management or equivalent.  
• At least five (5) years' experience in public sector supply chain management, particularly on demand, logistics and disposal management. • A CIPS qualification is advantageous.

**COMPETENCIES/SKILLS:** • Knowledge of PPPFA, PFMA, Treasury Regulations, B-BBEE and other legislative requirements applicable to SCM. • Ability to communicate effectively and efficiently at all levels in the organization. • Strong organizational skills (able to manage various tasks and projects simultaneously). • Knowledge of public sector SCM system.

**DUTIES: Demand Management:** • Assist SCM Manager in determining resources required to execute identified organizational functions. • Link the requirement of the organization with approved budget. • Conduct market analysis and provide estimate costs of required resources, including estimate costs of goods, works and services. • Conduct detailed analysis of goods, works and services required such as what should be executed, how quickly and with what materials, resources, equipment etc. • Conduct industry and market analysis to determine acceptable price for required goods, works and service. • Assist internal clients with compilation of specifications for RFQs and bids. • **Acquisition Management:** • Compile bid documents for request with value above R500,000.00 or competitive bids. • Publish tenders in Government tender bulletin, e-tender portal and any medium approved in line with SAHPRA's delegation of authority. • Publish bid opening information and register on company website. • Ensure effective maintenance of bids information. • Provide secretariat service to Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) which include meetings coordination, records keeping, distribution of discussion packs and circulation of registers. • Co-ordinate bid clarifications or site inspection meetings and maintain records of same. • Conduct administrative compliance check on bids and quotations in line with SCM policy and legislative requirements. • Provide report inputs on area of responsibility to the SCM Manager. • Issue request for quotations (RFQs) in line with specifications, terms of reference and SCM policy requirements. • Evaluate quotations in line with Preferential Procurement Regulations and ensure approval in line with SAHPRA delegation of authority. • **Contract Administration and Logistics Management:** • Facilitate contract performance review sessions and maintain record. • Maintain contract register and records of all SAHPRA contracts. • Track contracts for renewal, review and advise on new bid process three months

before contract expiry. • Facilitate contract signing between the organization and service providers. • Compile necessary notice in line with contract communication protocols and planned events. • Ensure that every contract has key performance indicators – KPIs defined and communicated to service providers prior contract conclusion or signing and in line with contract scope and deliverables. • Implement contract specific risk plan which covers contract events such as contract variations, escalations, and contract addendums in line with applicable policies and legislative requirements. • Provide inputs into procurement planning based on contract information and historic contracts performance. • Place orders in line with approved quotations, bids, and delegation of authority. • Verify goods received for correctness in terms of quality, quantity, and in line with issued purchase orders. • Working closely with finance department, ensure that supplier documents are aligned with approved purchase orders to avoid invoice. • Expedite purchase order delivery and ensure that suppliers adhere to agreed delivery timelines. • Provide inputs into the management of inventory or stores items.

**INSTRUCTIONS TO APPLICANTS:** All applications must:

- Be submitted with a covering letter clearly reflecting the **name of the position and post reference number**, be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s.
- Applications without the afore mentioned will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- A separate application must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to [recruitment@sahpra.org.za](mailto:recruitment@sahpra.org.za), including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late applications will be accepted. CVs will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

**Enquiries:** Ms S. Molepo, Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 18 December 2020 at 16H00.