

## Job Specification

Job Title	SCM Financial Analyst
Category	3 Year Contract Position
Division	Finance
Reporting To	Senior Manager: SCM
Job Level	Paterson Grade D2
Job Purpose Statement	<p>To assess value for money of all procurements undertaken by DTPC and variation memos.</p> <p>To administer the Call for Proposal (CfP) and procurement process in compliance with standard procedures and relevant regulations ensuring a fair, transparent, equitable, cost-effective and competitive process.</p> <p>To manage and facilitate the RfQ (less than R500k) process ensuring that prompt turnaround times are adhered to and <b>cost-effective</b> awards are made timeously.</p> <p>To manage the DTPC supplier database.</p>
Key Performance Areas	<p><b>Tender / Bid preparation</b></p> <ul style="list-style-type: none"> <li>● Critically review historical spend and identify potential areas of saving</li> <li>● Facilitate and manage the Call for Proposal (CfP) process</li> <li>● Interrogate ToR received to assess viability and cost effectiveness of goods/service requested</li> <li>● Review the budget computation submitted for RfQ's / CfP's, test against market prices and critically identify cost effective options</li> <li>● Review the RfQ documents prepared by the SCM Officers, in accordance with the details contained in the AtP and specification documentation. Where required, ensure that documents comply with PFMA and Treasury Regulations, DTPC's policies and procedures, the tender conditions of the CIDB and GCC, EPC and other forms of engineering conditions of contract as required.</li> <li>● Update/Review the RfQ register and compliance checklist</li> <li>● Facilitate the process of appointing and convening TEC (Technical Evaluation Committee), for all RfQ's that require functional evaluation</li> <li>● Facilitate the RfQ clarification/site inspection meeting, when required</li> <li>● Review the commercial evaluation of each quote received objectively, testing value for money,</li> </ul>

testing compliance with deliverable requirements, supply of VAT & SRAS certificates, CIBD registration check, BEE accreditation, accuracy of the evaluation, etc.

- Test value for money on deviations, contract variations and all procurements
- Undertake regular interaction with clients/user department to ensure a professional service is delivered and that queries are timeously and satisfactorily resolved
- Review the SCM policy and procedures and suggest recommendations to improve the policy and procedures on a periodic basis
- Monitor compliance with all SCM regulations and legislation
- Keep abreast of relevant regulations and legislation to ensure compliance within the RfQ process
- Ensure all relevant stakeholders understand and take into account the processes that must be followed and the resultant time constraints that impact on the contract/PO award process
- Manage the supplier database including supplier industry classification/categorisation
- Monitor turnaround times
- Provide support, guidance and capacity building to the SCM Officers and Administrator reporting to this position
- Implement and review controls and monitoring effectiveness of controls in order to guard against audit findings on all RfQ processes
- Clear all possible internal and external audit findings

#### **RfQ Process**

#### **Administration**

- Prepare the organisational annual procurement plan and monitor compliance
- Facilitate, convene and manage BSC (Bid Specification Committee), TEC (Technical Evaluation Committee), BEC (Bid Evaluation Committee) and BAC (Bid Adjudication Committee) structures, as required.
- Arrange the clarification / site briefing meeting, provide tenderers with tender documentation, take minutes when required and complete register of all tenderers
- Oversee that tender boxes are cleared according to the rules and that tenders are properly recorded and distributed
- Serve in various Bid Committee Structures

### Tender Evaluation

- Undertake the commercial evaluation of each bid, including reviewing of compliance check, checking for compliance with the deliverable requirements, supply of VAT & SARS certificates, reviewing of pricing, and BEE accreditation, etc.
- Reviewing the pricing on all bids submitted to identify any anomalies such as rates that are above the market as well as average rate, this is used during the negotiation process for bids awarded during the contracting phase.
- Negotiate and conclude a fixed South African rate for any contracts that are awarded to service providers that supply goods that are denominated in a foreign currency. This includes the review the trend/movement of the ZAR over a certain period of time, look at forecasts read any material (including news) that would have an effect on the ZAR, contacting the banks to get the price for foreign exchange contracts for the relevant currency against the ZAR.
- Collate and compile the submissions that form part of the BEC and BAC processes and ensure timeous submission for acceptance and approval
- Facilitate the Bid Committees for various procurements
- Advise and guide Bid Evaluation Committees and Technical Evaluation Committees on the correct processes and procedures
- Review the recommendation and concluding reports
- Reviewing the financial statements submitted for tenders for evaluating the financial capabilities of each of the receptive bids received during the evaluation stage of the procurement process. This includes providing a report to the bid evaluation and adjudication committee for the relevant score to be awarded to each bidder for financial capabilities.

### Policy and Procedures

- Undertake regular interaction with clients/user departments to ensure a professional service is delivered and that queries are timeously and satisfactorily resolved
- Assisting user departments with preparing their procurement plan through review and analysing of the budgets set for user departments. This would include establishing timelines to facilitate an efficient process.
- Review the procurement policy and procedures

and suggest recommendations to improve the policy and procedures on a periodic basis

- Keep abreast of relevant regulations and legislation to ensure compliance within the tender process
- Negotiate contract amendments with contractors and ensure that best value is obtained for DTPC
- Ensuring that all relevant stakeholders understand and take into account the processes that must be followed and the resultant time constraints that impact on the contract award process
- Obtaining required information from relevant stakeholders in order to get tenders issued, evaluated and awarded timeously
- Workshop user departments and other stakeholders on policies, procedures and new developments in SCM
- Review SCM policies and procedures in line with the National and Provincial Treasury Requirements
- Reviewing of variation memos on all contracts to ensure that the terms are consistent with the original contract, compliant with relevant Treasury Guidelines and conducting value for money analysis for variations that require a change in scope. This would involve the analysis of similar purchase made previously as well as market research.
- Making submissions to the bid adjudication committee on the results of the review of variation memos including any inconsistencies or abnormalities noted. Identify potential irregular expenditure
- Identifying the initiatives to be taken by SCM to ensure that BEE score card targets are met as well as facilitating the initiatives.
- Providing training to user departments on all SCM legislation updates that are done by Treasury.
- Updating the risk register for SCM division.
- Review of the annual financial statements for the JV and DTPC.
- Review the detailed lease smoothing calculation applying the GRAP accounting standards.

**People Management**

- Manage and motivate staff to achieve maximum performance by training, mentoring & skills development.
- Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously.
- Plan for and manage all recruitment needs for area

<p><b>Qualifications, Knowledge, Skills and Competencies Required</b></p>	<p>of responsibility.</p> <ul style="list-style-type: none"> <li>● Ensures that the working environment contributes to improving staff morale and increasing productivity.</li> <li>● Provides leadership that demonstrates the values of DTPC</li> </ul> <ul style="list-style-type: none"> <li>● Post graduate qualification in Accounting/Auditing (Bcompt Hons/CTA)</li> <li>● Completed articles</li> <li>● Knowledge of PFMA, Treasury Regulations, PPPFA, BBBEE legislation, etc.</li> <li>● Minimum of 3 years middle management related experience</li> <li>● 5 to 7 years working within an auditing / SCM environment</li> <li>● Experience in the day to day management of employees and resolving employee issues</li> <li>● Experience with an electronic procurement system, will be an advantage</li> <li>● Experience in Contract Management, commercial evaluation in a multidiscipline project environment</li> <li>● Proficient in MS Office</li> <li>● Knowledge of procurement policies, procedures and mechanisms</li> <li>● Experience in analyzing AFS, business plans, cash flows, budgets, etc.</li> <li>● Understanding of risk management principles</li> <li>● Knowledge of project management principles</li> <li>● Integrity and honesty</li> <li>● Negotiation and facilitation skills</li> <li>● Building and maintaining stakeholder relationships</li> <li>● Time management – able to work under pressure and meet deadlines</li> <li>● Planning and organizing</li> <li>● Verbal and written communications</li> <li>● Presentation skills</li> <li>● Understand and exemplify ethical behavior and ethical business practices</li> <li>● Being a team player who is able to build relationships and value diversity in business</li> <li>● Ability to network at all levels, communicate effectively (oral and written)</li> <li>● Discipline</li> <li>● Good planning skills</li> </ul>
<p><b>Employment Equity</b></p>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>

**Recruitment and Selection Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks;
- 2<sup>nd</sup> Round Panel Interview, if required.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R608,608 – R912,912 Annual Package on a total cost to company basis.

Cellphone allowance of R800 per month.

Non-guaranteed performance bonus.

22 Working days leave per annum.

**Application Forwarding Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)