

Job Specification

Job Title	SCM Compliance Officer
Category	3 Year Contract Position
Division	Finance
Reporting To	Senior Manager: SCM
Job Level	Paterson Grade C3
Job Purpose Statement	To ensure an effective procurement of goods and services for DTPC and compliance to the SCM Framework and Regulations. To co-ordinate and conduct compliance reviews on all RfQ's and RfP's received by DTPC and LMJV by applying principles embedded in the SCM legislation.
Key Performance Areas	<p>COMPLIANCE OF RFP'S,RFQ'S AND DATABASE APPLICATIONS</p> <ul style="list-style-type: none"> • Inspects the procurement documentation received from bidders for quotes (less than R500k) to ensure they adhere to all compliance requirements. • Conduct the compliance review and prepare the compliance template for all RfQ's and RfP's. Customise the template as required. • Diligently scrutinise documents to identify fraudulent documentation. • Understand the regulations for each industry when auditing/checking for compliance. • Compare documents to BAC principles and check that it is compliant. • Creates a compliance checklist for all RFQ's above R30k. • Re-compute the point calculation for technical evaluation and price points calculations as per the final evaluation report. • Prepares the compliance checklist for all RFP's above R500k • Complete the compliance checklist for all competitive bids. • Identify areas of non-compliance. • Assess which areas of non-compliance result in termination and which areas can accommodate bidder clarification. • Draft clarification queries to bidders. • Co-ordinate issuing of clarification and receipt of submissions • Monitors and evaluates procedural compliance to procurement processes. • Review the RFP/Bid procurement files. • Check that the bidders price has been completed accurately. • Verify the accuracy of the RFP ad RFQ registers/trackers. • Check the entire file that the SCM Officer compiled for completeness, before it can be filed. • Assists in drafting minutes and all procurement

**Qualifications,
Knowledge,
Skills and
Competencies
Required**

reports for all procurement committee's when required.

- Assess validity of bid committee members and prepare appointment letters to all committee's.
- Co-ordinate meetings for various procurement committees and design timeline to ensure compliance with SOP.
- Conduct reviews on all RFQ's to ensure procurement process was followed.
- Inspect the RFP and RFQ register on a regular basis for accuracy, completeness and validity of data reflected in the registers using the appropriate audit methodology.
- Complete/Review monthly deviation reports.
- Conduct full compliance of all SCM files before they are closed.
- Re-computation of pricing for all RFQ's and RFP's.
- Conduct pricing analysis to enable the value for money process to be undertaken.
- Conduct Compliance review for all outsourced procurements.
- Prepare and send out letters of non-award for all tenders.
- Perform declaration of interest checks, National Treasury restriction database and Defaulters list for all recommended bidders.

- Degree in Finance or Auditing
- Knowledge of the PFMA and treasury regulations would be required
- Knowledge of related legislation e.g. CIDB, PPPFA, NEC, BBBEE and other, will be advantageous
- Experience in internal audit or external audit is essential
- Completed articles, will be advantageous
- Minimum of 3 years' experience in Auditing, or 5 years experience in Supply Chain Management
- Advanced MS Office skills, specifically MS Excel and MS Word
- Report Writing and minute taking
- Meticulous and pays attention to detail
- Organised individual that can work under pressure
- Ability to be adaptable to a changing work environment
- Understand and exemplify ethical behavior and ethical business practices
- Being a team player who is able to build relationships and value diversity in business
- Ability to network at all levels, communicate effectively (oral and written)
- Honesty and discipline

Employment Equity

● Good planning skills

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

Recruitment and Selection Process

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks;
- 2nd 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

R341,406 – R477,991 Annual Package on a total cost to company basis.
Non-guaranteed performance bonus.
20 Working days leave per annum.

Application Forwarding Details

HR@dubetradeport.co.za