

CALL-OUT!

# POSITION AVAILABLE

## SCM ADMIN

### INTERNAL/EXTERNAL ADVERTISEMENT

**CLOSING DATE: 8 AUGUST 2023**

**REPORT TO: SCM MANAGER**

**SALARY: MARKET RELATED**

**DURATION: FULL-TIME**

#### PURPOSE:

The job purpose of SCM Officer is to administer demand and logistics services. The SCM officer must ensure that the daily work is done to satisfaction and to achieve the objectives of SCM unit, facilitate activities associated with the processing/ updating of supply chain information.

#### KEY PERFORMANCE AREAS:

- Receiving of Request for quotations from user department.
- Sending of Request for quotation to prospective service provider.
- Sourcing quotes from service providers that are registered on the Central Supplier Database.
- Evaluation received quotes according to the threshold values and applicable preferential point system and Price Evaluation.
- Sending Purchase orders requisitions to successful service provider
- Ensure that all materials purchased are of appropriate quality and price and are timely delivered.
- Weekly update of RFQ's issued.
- Ensure that all procurement activities of the State Theatre are compliant to applicable legislations, regulations and transcripts.
- Receiving travel requests from end-users.

#### MINIMUM EDUCATION & EXPERIENCE

- National Diploma/ Degree in Public administration/Logistics management.
- 5 years' experience in Supply Chain Management

#### SKILLS AND KNOWLEDGE

- Analytical skills, organising and planning skills communication (verbal and written).
- Numeric skills.
- Presentation skills.
- Interpersonal.
- Report writing skills.
- Time management.
- Computer literacy (MS excel, Word, PowerPoint).

Interested candidates should email or hand deliver applications consisting of a covering letter, CV with 3 contactable referees and certified copies of qualifications to the following addresses:

Hand Deliver:

Human Resource Office  
The South African State Theatre  
320 Pretorius Street Pretoria  
jobs@statetheatre.co.za

E-mail

CLICK HERE

to visit our website [www.statetheatre.co.za](http://www.statetheatre.co.za)

Please note that the company will only consider applications which meet the criteria and preference will be given to people with disabilities or persons from disadvantaged group. Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.

THE SOUTH AFRICAN



STATE  
THEATRE

an agency of the  
Department of Sport, Arts and Culture

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320 PRETORIUS STR

PRETORIA 0002

GAUTENG SA

P O B O X 5 6 6

PRETORIA 0001

GAUTENG SA

COUNCIL MEMBERS:

FIKILE MAZIBUKO

MATSHEDISO NDLOVU

KHAYELIHLE THANGO

LEBOGANG NAWA

SUREN MAHARAJ

HELLEN MAKGAE

UJEBE MASOKOANE

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