

## Job Specification

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

<p><b>Qualifications, Knowledge, Skills and Behavioural Competencies Required</b></p>	<p>required.</p> <ul style="list-style-type: none"> <li>● Assess validity of bid committee members and prepare appointment letters to all committee's.</li> <li>● Co-ordinate meetings for various procurement committees and design timeline to ensure compliance with SOP.</li> <li>● Conduct reviews on all RFQ's to ensure procurement process was followed.</li> <li>● 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.</li> <li>● Complete/Review monthly deviation reports.</li> <li>● Conduct full compliance of all SCM files before they are closed.</li> <li>● Re-computation of pricing for all RFQ's and RFP's.</li> <li>● Conduct pricing analysis to enable the value for money process to be undertaken.</li> <li>● Conduct Compliance review for all outsourced procurements.</li> <li>● Prepare and send out letters of non-award for all tenders.</li> <li>● Perform declaration of interest checks, National Treasury restriction database and Defaulters list for all recommended bidders</li> <li>● Conduct price reduction negotiations for RFQs.</li> </ul> <ul style="list-style-type: none"> <li>● Degree in Finance or Auditing</li> <li>● Completed articles, will be advantageous</li> <li>● Minimum of 3 years' experience in Auditing, or 5 years experience in Supply Chain Management</li> <li>● Experience in internal audit or external audit is essential</li> <li>● Knowledge of the PFMA and treasury regulations would be required</li> <li>● Knowledge of related legislation e.g. CIDB, PPPFA, NEC, BBBEE and other, will be advantageous</li> <li>● Advanced MS Office skills, specifically MS Excel and MS Word</li> <li>● Report writing and minute taking</li> <li>● Meticulous and pays attention to detail</li> <li>● Organised individual that can work under pressure</li> <li>● Ability to be adaptable to a changing work environment</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> </ul>
---	--

	<ul style="list-style-type: none"> <li>● Honesty and discipline</li> <li>● Good planning and organizing skills</li> </ul>
<b>Opening Date</b>	16 September 2020
<b>Closing Date</b>	5 October 2020
<b>Employment Equity</b>	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
<b>Recruitment and Selection Process</b>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> <li>● Shortlisting of CVs based on minimum requirements of the role;</li> <li>● 1<sup>st</sup> Round Panel Interview;</li> <li>● Psychometric Assessment/s;</li> <li>● Verification Checks; and</li> <li>● 2<sup>nd</sup> Round Panel Interview, if required.</li> </ul>
<b>Verification Checks</b>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> <li>● Criminal;</li> <li>● Credit (position of trust) and Financial dealings, if relevant to position;</li> <li>● Qualifications;</li> <li>● Reference Checks;</li> <li>● South African citizen; and</li> <li>● Positive verification of current remuneration package.</li> </ul>
<b>Remuneration and Benefits</b>	<p>R375,547 – R525,790 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>20 Working days leave per annum.</p>
<b>Application Forwarding Details</b>	<p>Applications, including a detailed CV, must be forwarded to <a href="mailto:HR@dubetradeport.co.za">HR@dubetradeport.co.za</a>.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>