

With more than 1.2 million active members and around 480 000 pensioners and beneficiaries as well as assets worth more than R2.32 trillion, the Government Employees Pension Fund is a defined benefit fund that manages pensions and related benefits on behalf of government employees in South Africa. It is the largest pension fund in South Africa and Africa. The GEPF is currently seeking to appoint a suitably qualified individual with the relevant experience to fill the role of a Supply Chain Management Officer position within the Finance Department.

SUPPLY CHAIN MANAGEMENT OFFICER

Purpose of the role: Providing support in the managing of the organisation's overall supply chain and logistics operations to maximise the process efficiency and productivity meeting the support objectives of GEPF.

Key Responsibilities: • Administration of the sourcing and maintenance of a register/database of service providers • Administration of service provider performance management • Compiling documents in line with the relevant legislation processes and/or procedures for the Price Quotation Committee (PQC) • Monitoring and reporting on purchase requisition and purchase order process including the creation & closure of Purchase Requisitions, maintenance of Purchase Orders and closure of PR's and PO's • Demand and Acquisition Management • Fixed Asset Management • Provide general support in the SCM unit.

Qualifications, Experience, Knowledge and Skill: • Bachelor's Degree (3 years) / NQF level 7 • 2 to 4 years relevant experience. • Membership with a Supply Chain Professional Body.

Required Knowledge: • Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework • Code of Conduct for Supply Chain Management Practitioners • Procurement systems and other SCM information management systems • Computer literacy that includes a good knowledge of Microsoft Office.

The GEPF is an equal opportunity employer, committed to employment equity in the organisation.

The principles as set out in the GEPF's employment equity policy will apply. To apply for the above vacancy, email your CV to: nontokozot@mindworx.co.za quoting the position you are applying for on the subject.

The position will also be advertised on the following website: www.gepf.co.za

The closing date is 21 June 2024

No late applications will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Communication will be with short-listed applicants only.



GEPF
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