

	PROCUREMENT REQUEST	DOCUMENT NUMBER BS-CM-FO-0002	REVISION NUMBER 000
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1. Scope of work/supply

To source the following services for a period of six (6) months, namely;

- a) 2 x Specialist Procurement;
- b) 1 x Specialist Contracts;
- c) 2 x Buyer; and
- d) 1 x Transformational Specialist.

SCM TEMPORARY RESOURCECE REQUIREMENTS

1. CONTRACT SPECIALIST

- Compile the contract and ensure all requirements are meet and that value is gained;
- Administer and manage the lifecycle of the contracts and alteration thereof;
- Monitor contracts progress – checking and track the quality of service providers by both service provider and End-User;
- Manage the administration and negotiation of renewal of all contracts and issue amendments to contracts where required;
- Manage, review and update contract database;
- Ensure the scanning, SharePoint storing, safe keeping, archiving of all contracts;
- Recommend payments consistent with the contract terms and conditions;
- Develop a timetable and start and end date for each performance component;
- Monitor supplier activity on a specified frequency to identify problem areas;
- Meet with the supplier/contractor on a regular basis to review progress, discussion problems and consider necessary changes;
- Research change request submitted by contractor, and evaluate the merit of changes by reviewing the contract, plans and specification and liaising with relevant stakeholders;
- Review and investigate vendor dispute/rebates to determine validity and arrange payment as required;
- Manage contract value and complexity;
- Resolve contracts dispute in a timely manner;
- Monitor contractor progress and performance to ensure goods and services conform to the contract's requirements;
- Monitor contract register and timeously inform end-users accordingly;
- Ensure timeous payments of service providers in line with the agreed terms and conditions of the contract;
- Liaise with End-users to establish and ensure a good working relationship;
- Generate weekly, monthly and annual contracts report;
- Calculate and document the contracts total cost, including any indirect cost allocation of the goods and services to be performed

Minimum Qualification, Skills and Experience

- The candidate must possess a minimum qualification of three (3) years formal relevant tertiary qualification.
- A commercial and CIPS (Chartered Institute of Purchase & Supply qualification) would be an added advantage.
- Five (5) years' experience Supply Chain Management of which three (3) years should be Specialist level.
- Contract Management and Administration experience
- Experience in supplier management
- Experience in compliance management
- Detailed knowledge of legislations PPPFA, PFMA, BBBEE etc.

2. SPECIALIST: PROCUREMENT

- Organise and Chair the Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC) meeting;
- Provide guidance and advice to the BSC and BEC;
- Evaluate Tenders/Bids in line with legislation;
- Strictly implement SCM policy, processes and procedures;
- Advise committee on the development of evaluation criteria;
- Procure goods and services optimally;
- Implement and follow up on strategic sourcing benefits;
- Expedite SCM process to the end;
- Recommend suppliers based on the most optimal total cost and provide suppliers feedback.
- Issue the RFP, RFI and RFT based on Total Cost of Ownership (TCO) and ensure compliance to BBI SCM policy and National Treasury policy, regulations, and instructions;
- Conduct suppliers award contracts in accordance with sound procurement practices, policies including BBBEE;
- Assist in the development and implementation of contracts and preparation and support project in supplier on-boarding;
- Negotiate and Generate contracts;
- Ensure cost savings are achieved;
- Ensure implementation of BBBEE ICT policy & gathering BEE procurement spend; and
- Assist in the activities to validate BBI BEE certificate and also assist in the development of BEE report

Qualification/s and Experience:

- The minimum required qualification for this position is a 3 years Commercial B degree tertiary qualification.
- A commercial and or CIPS (Chartered Institution of Purchasing & Supply) qualification would be added advantage.
- 5 years' experience in the Supply Chain Management environment, 3 of which should be at Specialist Level within the Telecommunication Sector.
- Specialist knowledge of procurement processes and Procurement related legislations.

- Experience in Supplier Management, Presentation and Report writing.

3.BUYER

- Receive requisition (initiated by internal client) as allocated by Manager
- Liaise with the end user to ensure a clear understanding of the requirement/s
- Ensure that requisitions are approved as per the delegation of authority
- Draw up RFQ/ RFP documents advertise timeously
- Arrange and conduct site visits or briefing sessions
- Receive quotations and check if compliant to the given specification or functionality
- Do a comparison schedule of quotations received and select supplier based on price, BEE and turnaround time
- Ensure that all goods and services for BBI are procured at optimal cost
- Place PO and confirm delivery date
- Liaise with suppliers and relevant stakeholders within the business units
- Comply and adhere to all related legislations governing Supply Chain Management.
- Expedite on all PO's issued as well as those that are long outstanding
- Support initiatives to increase spend on PDI's
- Ensure that internal business units comply to the set SCM Policies and Procedures
- Initiate tender process from receipt of request for goods or services to tender award (advertise, conduct briefing sessions, establish bid evaluation committee, compile evaluation reports for the adjudication committee and notify all bidders of award or regret as applicable).
- Ensure compliance to PPPFA and relevant legislations
- Compile BBEE quarterly reports for management

Minimum Qualification, Skills and Experience

- The minimum required qualification for this position is a 3 years SCM/Commercial B degree tertiary qualification or equivalent.
- A commercial and or CIPS (Chartered Institution of Purchasing & Supply) qualification would be added advantage.
- 3 years' experience in the Supply Chain Management environment, 2 of which should be at Buyer level within the Telecommunication Sector.
- Knowledge of procurement processes and Procurement related legislations.

4.TRANSFORMATION SPECIALIST

- Consolidation of internal B-BBEE scorecard (quarterly)
- Ensure all divisional data consolidated timeously to develop internal scorecard in all scorecard elements
- Consolidate accurate group internal scorecard for inclusion in Transformation Forum and Board pack
- Keep records of consolidations with all information utilized to draft scorecard
- Assist with divisional internal audit process
- Schedule site visits to review internal audit files
- Conduct internal audit
- Develop audit reports and recommendations
- Assist in co-ordinating group and divisional audit (annually)
- Liaise with divisions and verification agency to ensure all deadlines are met

- Prepare files for verification agency
- Assist with development of annual gap analysis and implementation plans
- Assist with monitoring development of actual scorecard against target scorecard
- Assist with implementation of relevant transformation projects
- Monthly and quarterly reporting

Minimum Qualification, Skills and Experience

- Relevant 3-year degree
- Preference will be given to candidates who have worked within the B-BBEE; industry with key sector specific experience;
- A minimum of 5 years' experience as a Transformation Professional with in-depth exposure to BBEE analysis
- Experience in a B-BBEE verification agency, consulting and/or advisory environment
- Attention to detail
- Resilient to pressure
- Analytical skill
- Communication skills
- Passion for understanding and interpreting policies