



**The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA,) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA, /01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.**

### **INTERNAL & EXTERNAL ADVERT**

We have excellent opportunities for the following professionals to join the Supply Chain Unit.

**Administrator: Supply Chain X2 (B5)**  
**Reference Number: ASC/HO/04/11/24**  
**Salary Level : R25 963**  
**FIXED-TERM CONTRACT : 6 Months**  
**Head Office**

**Purpose:** This role is responsible to provide administrative support efficiently and effectively for the procurement of goods and services.

### **Key Accountabilities and Responsibilities**

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- Ensure compliance with Supply Chain related Legislation and internal Standard Operating Procedures.
- Evaluate purchase requisitions for specific requirements.
- Source providers from the Central Supplier Database (CSD) and process RFQ's .
- Assist with tender processing.
- Maintain accurate records of inventory levels.
- Monitor stock levels and initiate reordering when necessary.
- Ensure correct goods are received in terms of quality and quantity.
- Ensure compliance with relevant regulations and standards.
- Address and resolve issues related to the supply chain promptly.
- Ensure effective, professional communication and dialogue with all Stakeholders, Management, Staff, and external Stakeholders.
- Capture purchase orders accurately.
- Open vendor files.



### **Qualifications, Experience, Knowledge, and Skills**

- 3 year Diploma/ equivalent NQF level 6 in Supply Chain/ Logistics/Procurement or related field
- A minimum of 1 year' experience in Supply Chain Administration in a public sector
- Knowledge of PFMA, Inventory management and Seta's will be advantageous
- Customer Service Orientation
- Attention to Detail Skills
- Collaboration skills
- Communication Skills
- Computer literacy with solid knowledge of MS Word, Excel, Outlook, and Database

### **Offer**

The merSETA, offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration

**CLOSING DATE: 04 November 2024**

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed and signed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email

**[recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.