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## ADVERTISEMENT

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*The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of South African Public.*

*The ELRC's primary objective is to • Promote and maintain labour peace in education. Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.*

The Education Labour Relations Council (ELRC) wishes to fill the vacancy of:

### **OFFICER: SUPPLY CHAIN MANAGEMENT X2**

**Based in Centurion**

**All inclusive remuneration package of R574 600 per annum (Non-Negotiable)  
(Grade C2)  
Ref. ELRC/SCMO**

### **REQUIREMENTS OF THE POST**

A 3-year Degree/ Supply Chain Management/Logistics or equivalent NQF level 6 with 3 years' experience in Supply Chain Management (SCM)

### **KNOWLEDGE AND SKILLS**

• Sound knowledge of SCM guidelines • Knowledge and understanding of education environment • Knowledge and understanding of Government procurement regulations • Knowledge of Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE) and Batho Pele Principles • Negotiation skills • Ability to multi-task • Analytical skills

### **DUTIES**

• Manage purchase order notes on both Pastel and SAGE Evolution, • Asset Management • Inventory and Logistics Management • Demand Management and Procurement Management • Contracts Management and • Supplier Database Management

The successful candidate will be required to enter into a Performance Contract with the Supply Chain Manager on an annual basis.

**Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked “Confidential” for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at [recruitment.hr@elrc.co.za](mailto:recruitment.hr@elrc.co.za). Please note that the maximum e-mail size should not exceed 5MB.**

**Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.  
The closing date for receipt of applications is 21 January 2022 at 16:00**

The ELRC is an employer committed to employment equity and, as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.