



The Council for Medical Schemes is a statutory body established by the Medical Schemes Act (131 of 1998) to provide regulatory supervision of private health financing through medical schemes.

The following position exists for the person driven by a desire to protect the public interest

SUPPLY CHAIN MANAGEMENT OFFICER

You will work within the Finance unit of the Council and will report to the Senior Manager: Risk & Performance Management. You will be responsible for:

- Assisting in the development and implementation of the Supply Chain Management (SCM) policies, procedures and compliance with the applicable legislative framework and requirements;
- Establishing the bid specification, bid evaluation and bid adjudication committee, and oversee the proper functioning of the committees, in accordance with applicable legislative requirements;
- Management of tender processes;
- Maintaining the CMS supplier database;
- Overseeing acquisition (bid/quotation) processes;
- Reporting on supply chain management information as required to internal and external stakeholders;
- Developing, implementing and maintaining a SCM Performance Management System that measures the performance of suppliers, contracts and the SCM function; and
- Providing effective and efficient contract management system and administration.

Skills and Competency Base: The successful candidate will have the following key competencies and skills:

- B Com/BTech (Supply Chain Management) or National Diploma in Public Administration or Supply Chain Management or similar qualification;
- 3 Years experience in supply chain management;
- Knowledge of/and understanding of Public entities and Government procurement regulations, PFMA and Treasury Regulations; and
- Computer literacy is essential.

Clearly specify on the subject line which position you have applied for.

If you are motivated, tenacious, thorough, accustomed to paying attention to detail and capable of working with a variety of projects simultaneously, forward your résumé to:

Ms G. Ngutshana: Human Resources Officer, Council for Medical Schemes,
Private Bag X34, Hatfield, 0028, Fax no. 012 431 0670,
e-mail: recruitment@medicalschemes.com

Closing date: Friday, 25 April 2014

Note: Correspondence will be limited to short-listed candidates only. If you do not hear from us within two months of this advertisement, please accept that your application was unsuccessful.

Council for Medical Schemes is committed to the principles of employment equity.