

## **ADVERTISEMENT**

### **JNR SCM AND LOGISTICS PRACTITIONER X2**

**Salary Range R 431 838 – R 508 045 per annum (all inclusive)**

#### **Overview of the Organisation**

The National Metrology Institute of South Africa (NMISA) is mandated to keep, maintain and disseminate the National Measurement Standards and to demonstrate measurement equivalence for South Africa and the region with our main trading partners. In addition, NMISA is responsible for the correct use of the International System of Units (SI) in South Africa and to approve other units outside the SI for local use.

NMISA is a proud member of the dtic's family of TI Institutes responsible for the Quality Infrastructure in South Africa.

#### **The position:**

The Jnr SCM and Logistics Practitioner will support the procurement and logistics functions within the organisation, ensuring that supply chain activities are executed in compliance with relevant policies and legislation. The role encompasses document management, procurement coordination, supplier and vendor administration, logistics handling, and general support to ensure operational efficiency and effective service delivery.

#### **Major Challenges and Responsibilities:**

##### **Procurement Process Support**

- Assist in preparing and administering Request for Quotations/Proposals (RFQ/P) and tender processes.
- Source quotations and support end-to-end procurement activities in line with SCM thresholds and regulatory requirements.
- Ensure compliance with PFMA, Treasury Regulations, and internal SCM policies.
- Maintain and manage SCM documentation, including scanning, filing, and uploading of tender and procurement records.
- Ensure accurate data entry on relevant systems and manage standard bidding documents and related correspondence.
- Arrange and coordinate SCM-related meetings and provide secretarial support to Bid Committees, including the preparation of minutes and terms of reference.

##### **Supplier and Vendor Management**

- Facilitate supplier registration, verification of compliance documentation, and database maintenance.
- Coordinate invoice processing and supplier payments, including commitment reporting aligned with regulatory requirements.

### Goods and Services Verification

- Receive and inspect delivered goods and services, ensuring they meet specified requirements.
- Follow up with suppliers on delivery timelines and manage commitment schedules.
- Handle receipt and dispatch of customer instruments and calibrated equipment, ensuring timely job card creation and logistics execution.
- Liaise with laboratories to support instrument calibration processes and revenue cycle efficiency.

### Customer and Internal Support

- Respond to internal and external client enquiries.
- Support customers in navigating NMISA systems, including registration, credit applications, and quote acceptance.
- Maintain and update the SCM and logistics dashboard, ensuring task allocation and completion.

### Educational Qualification and Experience:

- A relevant National Diploma or Degree in Supply Chain Management, Logistics, or related field.
- A minimum of 1-3 years' working experience in Supply Chain Management or related field
- Knowledge in applicable legislation i.e. Public Finance Management Act (PFMA), PPPFA, Supply chain management policies, procedures, processes, Practices notes and Treasury regulation.
- Experience in procurement processes, vendor liaison, and logistics coordination.
- Strong administrative and communication skills.
- Proficiency in MS Office.

The position requires a proactive person with interpersonal and people management skills, negotiation and conflict management skills, ability to manage complex and diverse projects, ability to interact with and engage multiple stakeholders with very strong and diverse views, ability to work independently, managing resources effectively and ability to work under pressure. **Attributes:** Customer focused, decisive, results oriented, attention to detail, honesty and integrity and accountability and ethical conduct

### **Please note:**

**NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org)**

**Only candidates with all supporting documents will be considered for the position.**

Clearly indicate which position you are applying for.

Closing date for applications: **28 May 2025**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntary give NMISA consent to process your personal information, and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)