

Advertisement

Supply Chain Management Practitioner

Salary Range R 516 196 – R 607 290 per annum (all inclusive)

OVERVIEW OF THE ORGANISATION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

PURPOSE OF THE POSITION

One vacancy exists in the Finance Division of the NMISA for the Supply Chain Management Practitioner. The purpose of this position is to assist SCM unit in ensuring that efficient and effective service is rendered to internal divisions and to ensure that NMISA complies with all supply chain management rules and regulations.

MAJOR CHALLENGES AND RESPONSIBILITIES

- Provide support in the procuring and purchasing of goods and services, daily processing of the purchase requisition
- Prepare RFQs for purchasing of goods and services, source quotations in compliance with the regulations.
- Ensure compliance requirements in terms of SCM thresholds; advise divisions and assist with preparation of SCM Documents
- Administer the end-to-end tender and quotation process including preparations of specification/ terms of reference, bid documents, briefings session, bid evaluation/ adjudication process and contract management
- Provide secretariat service to the Bid Committee/s
- Prepare divisional annual procurement plans, and bid advert
- Ensure compliance to SCM policies and procedures, rules and regulations, legislative objectives and other related frameworks
- Receive delivered goods and verify/sign delivery note/invoices against the purchase order
- Coordinate the supplier payment process, prepare of the SCM checklist for payments of suppliers' invoices; processing and forwarding invoices from suppliers for payment
- Administer and maintain supplier/vendor database and registration processes
- Maintenance and record keeping of database registration forms for new suppliers and retaining existing suppliers.
- Source compliance documents from the supplier/s
- Compile monthly reports as per Treasury or the dti requirements: Commitment reporting (monthly, quarterly and annually)

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Relevant Degree (NQF level 7) qualification in Supply Chain Management or related fields
- A minimum of 3-5 years' working experience in Supply Chain Management
- Knowledge of applicable legislation i.e. Public Finance Management Act (PFMA), PPPFA, Supply chain management policies, procedures, processes, Practices notes and Treasury regulation.
- Working knowledge of ERP D365 system and other SCM systems
- Skills: Advanced computer literacy, interpersonal and people management skills, negotiation and conflict management skills, ability to manage complex and diverse projects, ability to interact with and engage with multiple stakeholders and 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

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

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

Clearly indicate which position you are applying for. Closing date for applications: 21 April 2026

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 voluntarily 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).