



May 2017

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to Security clearance, Competency/Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All positions that require an applicant to be registered with a Professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
5. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 17 MAY 2017



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BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: ADMINISTRATOR - SUPPLY CHAIN MANAGEMENT
PAY GRADE: PAY ZONE B5
REFERENCE NUMBER: CORPFIN0517/001-01

Key Job Responsibility

■ To provide administrative support function to the SCM office to ensure effective and efficient running of the department ■ Maintenance and updating of SCM dash boards to ensure updated information ■ Drafting internal and external correspondence documents for the department ■ Liaise (follow up with) senior management on outstanding documentation supply chain issues ■ Providing administrative and executive assistance to the Head of SCM ■ Co-ordinate activities and other office requirements in the office of the Head of SCM (i.e. Schedule meetings, travel arrangements, minutes taking, filling, budget monitoring Logistical arrangements monitor, screen, respond to and distribute incoming communications etc.) ■ Ensure proper maintenance of departmental records ■ Respond to all telephonic and email enquiries related to the Head of SCM and other departmental leaders ■ Manage the filing, storage and security of documents ■ Research and assist with the preparation of documents to the applicable committees and Executives ■ Review and edit reports to CFO, CEO and EXCO

Minimum requirements & key competency:

■ Grade 12 plus a Secretarial Diploma or Office management Diploma ■ 1 to 2 years relevant working experience in a similar role ■ Valid driver's licence ■ Own Transport (desirable) ■ Basic understanding of SCM processes ■ Knowledge and understanding of procurement policies ■ Knowledge of financial legislation ■ Effective communication skills (verbal and written) ■ Time management skills ■ Attention to detail ■ Good interpersonal skills ■ Computer literate (expert proficiency in MS Office applications) ■ Communication skills ■ Solid Office Administration skills ■ Good customer service skills ■ Ability to handle confidential and sensitive information ■ Ethical conduct ■ Initiative, pro-active and utmost professional ■ Planning and organising ■ Ability to work under pressure ■ Good problem solving skills



BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: PROCUREMENT OFFICER (SOURCING AND PURCHASING) (POSTS X2)
PAY GRADE: C1
REFERENCE NUMBER: CORPFIN0517/001-02(03901.001/002.8018)

Key Responsibilities:

■ To source and evaluate quotations, equipment and suppliers to meet the end-users needs within NHLS nationally that comply with the relevant acts, regulations, policies, procedures and end users requirements and to draft a summary quotations and any other further request for quotes so it complies with price and BBBEE scoring. ■ To assist in the RFQ process for R1 to R500k quotations by ensuring correctness of RFQs published, following process for RFQs submitted, completing technical evaluation to ensure that quotes comply with user requirements and negotiate for better prices on RFQs where needed as well as dealing with the deviation in tender/purchasing process in terms of paragraph 9 of the NHLS procurement policy when required. ■ To research additional / alternative suppliers from various suppliers, alternative goods from current suppliers / internet and alternative suppliers to replace absolute products in order to meet the end-users needs within NHLS. ■ To keep abreast of black-listed companies, ensuring that the NHLS doesn't use them and in the process stand the chance to lose money or to transgress the list as published by National Treasury ■ To attend consultant presentations and ensure that all NHLS requirements are covered by asking relevant questions if needed ■ To execute the purchasing function [including expediting back orders and report on the outline according to policy and procedure to ensure deliveries are expedited timeously ■ To facilitate the site meetings for sites in need of maintenance and/or renovations ■ To run monthly reports as required to be used as management information ■ To practice good corporate governance by complying with the relevant acts, regulations, policies and procedures to ensure compliance of auditing prescripts by ensuring that orders are printed and filed for record and auditing purposes ■ To support regional buyers by conducting informal coaching sessions to get them up-skilled to the required level.

Minimum requirements & key competency:

■ Grade 12 plus Purchasing and Supply Chain Management Certificate ■ 3-4 years proven experience in purchasing / buying / tenders / contracts ■ Experience in I-procurement / RFQ purchasing ■ Knowledge of an ERP system [Oracle, SAP, etc.] ■ Knowledge of PFMA, PPPFA and BBBEE requirements ■ I-procurement / RFQ purchasing ■ Basic reporting writing skills ■ Communication skills ■ Computer literacy (Advanced MS Excel) ■ Prioritising skills ■ Planning and Organisational skills ■ Deadline driven ■ Attention to detail ■ Numeric skills ■ Ability to work independently within a team ■ Time management skills and telephone etiquette.



BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: DEMAND SPECIALIST
PAY GRADE: C4
REFERENCE NUMBER: CORPFIN0517/001-03(03913.002.4015)

Key Job Responsibilities:

■ Develop demand forecasts (operational forecasts) at multiple levels of aggregation for multiple time horizons as part of a demand planning function ■ Review historical sales trends, research demand drivers, prepare forecast data, develop statistical forecast models, and evaluate forecast results. ■ Coordinate cross-functional research activities to reconcile significant variances and refine the forecast model to reflect updated sales and marketing assumptions. ■ Interact with sales, marketing, and customer finance to understand demand forecast drivers. ■ Use and maintain the Demand Planning software as the primary forecasting system tool. ■ Provide input to the Supply Planning organization in developing inventory strategies on existing items, new products, and product phase-outs. ■ Closely coordinate and communicate customer action plans with supply planning ■ Coordinate with Demand Manager in analysing and troubleshooting issues related to material supplies and deliveries ■ Present, solicit, and assess feedback on the various forecasts from sales, and finance

Key Competencies:

■ Diploma in Cost Accounting/Supply Chain Management ■ 3-5 years experience as a Demand Planning Specialist ■ Demonstrated proficiency in statistics ■ Forecasting and forecasting methods with an understanding of their financial and operational impacts ■ Knowledge of Oracle ■ Computer literacy (MS Office) ■ Planning and organising skills ■ Strong analytical Skills ■ Decision Making Skills ■ Presentation Skills ■ Strong interpersonal skills ■ Good facilitation Skills



BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCIAL ACCOUNTING
LOCATION: SANDRINGHAM
POSITION: CLERK ADMINISTRATION
PAY GRADE: B3
REFERENCE NUMBER: CORPFIN0517/001-04(02906.002.6004)

Key Job Responsibilities:

■ To ensure that assets bar codes are allocated and issued to business managers timeously ■ To assist the Group Assets Controller with daily queries, capturing, issuing asset tags to business managers and updating the ERP system to ensure the fixed asset register is complete ■ To assist in ensuring that asset verifications and asset count is performed timeously ■ To assist the Group Assets Controller in liaising with assets stores to ensure that all required processes are completed prior to verification ■ To assist with daily queries and processing miscellaneous transactions to ensure that inventory accounts are completed and accurate ■ To assist in opening and closing of Ship to location to ensure control in the system ■ To add and update the quantities for Min/Max System to ensure that control and processes are adhered to ■ To provide advice and support to business units on asset and inventory related matters, assist in developing SOPs to support the process and ensure compliance with financial policies and procedures, PFMA, Treasure regulations, GRAP, IFRS through regular monitoring ■ To liaise with assets stores to ensure all required processes are completed prior to stock take; to liaise with asset and inventory data management on stock and asset related issues and queries and extract related reports to ensure accuracy of information to management ■ To close off and open new assets stores as required according to NHLS business needs ■ To address RTM related items as per the audit Risk register to ensure all queries are resolved / addressed ■ To perform monthly asset and inventory account reconciliations to ensure accuracy of information ■ To perform reasonable ad-hoc duties to ensure that work performed is in line with NHLS processes and procedures

Key Competencies:

Grade 12 ■ 3 year Diploma in Finance / Accounting / Business Admin (desirable) ■ Valid drivers license [code EB] ■ Minimum 1 to 2 years' experience in Assets and Inventory Administration ■ Minimum 1 to 2 years' experience in Assets and Inventory Administration ■ Fixed Assets & Inventory ■ Treasury Regulations, PFMA, GRAP and related regulations and acts Oracle ERP ■ Aptitude for numbers ■ Computer literacy (Excel & Oracle advantageous) ■ Planning and organising skills ■ Time management ■ Attention to detail ■ Accuracy ■ Ability to meet deadlines ■ Ability to handle pressure ■ Communication skills ■ Interpersonal skills ■ Data capturing skills

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

