

POST 39/122

:

SUPPLY CHAIN CLERK REF NO: 2026/161 /OCJ

SALARY

:

R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE

:

National Office: Midrand

REQUIREMENTS

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Applicants should be in possession of Grade twelve (12) certificate. No experience required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations

and Supply Chain Regulations. Skilled in communication (written and verbal), computer literacy (MS Office), interpersonal relations, planning and organisational. Along with following attributes: Ability to work independently, meet deadlines, attention to detail, work under pressure and teamwork

DUTIES

: Support the Development of sourcing strategy, support collation information for Demand Management Plans and Procurement Plans, support in the development of the specifications/Terms of reference, support the compiling of tender, quotations and specifications, assisting in conducting bids and closing of bids, provide secretariat support for Bid Specification and Bid Evaluation committee, assist with preparation of documents to the relevant committees, maintaining of filing system for awarded bids, ensure that bid register is up to date and support the SCM reporting on procurement

ENQUIRIES

: Technical related enquiries: Ms NB Ntimande Tel No: (010) 493 2601
HR related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS

: Applications can be sent via email to 2026/161/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.