

WESTERN CAPE GAMBLING AND RACING BOARD

The Western Cape Gambling and Racing Board – an Equal Opportunity Employer – is a statutory body established with its main purpose the regulating and monitoring of the gambling and horse racing industry in the Western Cape. The Board invites applications for the following positions:

PROCUREMENT MANAGER

The Western Cape Gambling and Racing Board has an opportunity for a suitably qualified and competent individual to render an effective Supply Chain Management Service for the Board. This post is stationed in Parow, Cape Town.

Minimum Requirements: Appointment to this position requires a 3-year B-Degree (equivalent or higher qualification) in Financial Management, Public Management, Supply Chain Management or Economics • A minimum of ten (10) years' relevant experience in a Supply Chain Management environment of which a minimum of five (5) years' experience should be on junior management level • A valid (Code B or higher) driving licence.

The suitable candidate requires knowledge and experience of Public Finance Management Act • National Treasury Regulations, Provincial Treasury Instructions • PPPFA and related Supply Chain Management legislation, policies and procedures • Bid Committees • Developing Strategic Sourcing Strategies • SCM policy and Standard Operating Procedures development • Management of electronic procurement systems (i.e. WCSEB, CSD, ePs, etc.) and procurement planning tools • Managerial best practices • Knowledge management • Financial Management • Project Management • Research and reporting procedures. In addition, this position calls for good written and oral communication skills; ability to function under pressure; ability to interpret Supply Chain Management legislation; conflict management; and proven computer literacy (MS Office: Word, Excel, Power Point, Outlook).

The key performance areas of this position will include, inter alia: Demand and Acquisitions Management • Logistics and Contract Management • Asset Management • Supply Chain Management Governance • Policy development, review and implementation • Identification and management of strategic procurement risks • Management of Internal and External Supply Chain Audit processes and People Management • Implementation of Supply Chain Management best practices to optimise operational efficiencies.

Remuneration: The Board offers an all-inclusive salary package (including 13th cheque) of R811 560 per annum (Salary Level 11).

SUPPLY CHAIN MANAGEMENT OFFICER

The Western Cape Gambling and Racing Board has an opportunity for a qualified and competent individual to render procurement services for goods and services that incorporates demand, acquisition and contract management. This post is stationed in Parow, Cape Town.

Minimum education and experience required are: Three year National Diploma (NQF 6) or undergraduate Bachelor Degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit • Three (3) years' functional experience in Supply Chain Management at a public entity or government institution • A valid (Code B or higher) driving licence.

The ideal candidate must have a sound knowledge of: Public Finance and Management Act (PFMA), Treasury Regulations and Western Cape Provincial Treasury Instructions • Applicable legislative and regulatory frameworks relevant to Supply Chain Management and Schedule 3C public entities • SCM Regulations, Circulars, Practice Notes, Policy frameworks • Preferential Procurement Policy Framework Act, Act 5 of 2000 • Broad-Based Black Economic Empowerment Act, 53 of 2003 • Administrative knowledge of the full SCM process (including SCM Performance Management, Contract Management, and Service Level Agreements.) • Computer applications (e.g. Microsoft Word, Excel, Outlook, etc.).

Duties include but are not limited to: Coordinate and advise on the procurement of goods and services • Coordinate and advise on the process of drafting specifications/terms of references and special conditions of contract • Coordinate and execute the quotation and bidding processes, including advertising on open market; receive, evaluate and adjudicate the responses received • Assist in the compilation of annual procurement plan and reporting thereof on a quarterly basis • Ensure prevention of fraud and abuse of the SCM system interventions • Provide support in attending to audit queries within timeframe of Internal and External Audit • Coordinate, review and execute the bidding process, including, but not limited to providing secretarial services to the Bid Committees, compiling bid documents, publishing tender invitations and receiving and opening bid documents • Monitor, analyse and determine actions to ensure compliance with contract management • Report on supply chain management information to internal and external stakeholders • Ensure compliance with relevant SCM legislation • Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit.

Remuneration: The Board offers an all-inclusive salary package (including 13th cheque) of R372 702.18 per annum (Salary Level 7).

Notes: To apply, please forward a cover letter, together with your Curriculum Vitae, with specific reference to the post being applied for, to hr@wcgrb.co.za by **3 May 2024**.

Enquiries can be directed to Ms S Sixubane at sweetness@wcgrb.co.za

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) weeks of the closing date, please accept that your application has been unsuccessful. The Board reserves the right not to make an appointment.

The Board supports both employment equity and affirmative action as contained in its employment equity plan and affirmative action policies and targets and the position will be filled in accordance with the relevant plan and policies.

The shortlisted candidates will be required to be available for competency assessment and interviews at a date and time as determined by the Board. The successful candidate must be prepared to be subjected to a probity investigation.

In order to consider any application for employment, for employment, the Board is required to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, we are under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR Processing Notice**, which can be accessed and viewed on the WCGRB website, <https://www.wcgrb.co.za/notices/> which **HR Processing Notice** we request you kindly download and read.