



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatres

Department : Finance
Branch: Joburg Theatre
Designation: Supply Chain Management Officer
Ref: SCMO/2019
Salary: R20 908.74 per month (basic salary plus benefits)

Key responsibilities will include, but not be limited to:

Schedule meetings between suppliers and the Supply Chain Manager as well as with the H.O.D's • Assist in counting stock in the store room (stock taking). Manage storeroom in the absence of the Inventory Controller • Compile weekly SCM report for EXCO and MANCO • Assist to coordinate the quotations for official travel arrangements for JCT officials and external Production teams. • Take minutes in monthly meeting in the Finance department • Perform administrative tasks inclusive of record keeping (archiving), drafting of correspondence to service providers and stakeholders • Assist in loading suppliers on the database and updating the supplier database and ensuring that all documentations from suppliers are updated. • Administer tenders and RFQ's contracts and monitor the records • Draft RFQ's to be posted on the Joburg City Theatres website. • Compile and prepare received quotations for evaluation and approval in terms of the PPPFA • Act as a Secretariat in the Bid Committee Meetings in the absence of the Bid Secretariat • Implement the PPPFA Act, MFMA act as well as general understanding of BBBEE Act requirements in line with procurement compliance • Register stock and create new requisitions on the Pastel Evolution System (Electronic Stock Control System) as well as goods received functions. • Update the Contract report and keep the register up to date • Create purchase orders for the suppliers on the Pastel Evolution System (Electronic Stock Control System).

Education and experience required:

Grade 12 • National Diploma / Degree in Supply Chain Management or Finance • 2 years of experience of practical work in the local government supply chain management or finance environment.

Interested persons are requested to send a cover letter and detailed CV, quoting the relevant reference number to Mr. Thomas Sadiki, Human Resources Manager, Joburg City Theatres, via email to: jobapplications@joburgtheatre.com

Enquiries: (011) 877 6859 / 6821

Closing date: 17 September 2019

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. **Preference will be given to designated groups including people with disabilities.**

JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Please ensure that applications are accompanied by certified copies of qualifications as per job requirements. Certified copy of Identity document is a prerequisite. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.