

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Central Office (ARC-CO) seeks to appoint a highly skilled, experienced and dynamic person to the following positions at Hatfield, Pretoria:

SCM DATABASE CLERK RE-ADVERT

Key Performance Areas:

- Follow-up on internal and external supplier database queries,
- Adhering to procurement policies and regulations,
- Check for Supply Chain Management compliance in line with National Treasury Regulations,
- Verify banking details of suppliers on Centralised Supplier Database CSD,
- Load suppliers and amending information in the ERP system based on the information on CSD report,
- Verify the tax status on all ARC suppliers on Centralised Supplier Database CSD,
- Liaise with South African Revenue Services on Tax Clearance related matters,
- Conduct due diligence on application forms,
- Advice applicant on the process to registering on ARC and National Treasury -CSD supplier database,
- Respond to all queries in respect to applications verify supplier banking details,
- Manage Suppliers information and records,
- Assist with issuing of purchase orders and processing GRN/GRV,



- Assist in amending purchase orders.

Requirements:

- National Diploma in Supply Chain/ Procurement/ Logistics or equivalent,
- 2-3 years relevant experience in Supply Chain Management supplier database management and office administration,
- Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to SCM/finance on an-going basis,
- Ability to analyse and interpret data,
- Provide internal control and reporting services when it comes to supplier database management
- Be able to work independently with little supervision,
- Proficiency in the MS Office suite,
- Good communication skills written and verbal.

Enquires: Ms Nokuthula Ntuli, Tel: (012) 427-9768

CLOSING DATE FOR APPLICATIONS: 05 OCTOBER 2021

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to HRCV@arc.agric.za

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard





their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

