

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-Natural Resource & Engineering (ARC-NRE) seeks to appoint a highly, experienced and dynamic person to the following position in Arcadia, Pretoria:

SUPPLY CHAIN ACCOUNTANT: 1 YEAR FIXED TERM CONTRACT (RE-ADVERT)

Key Performance Areas:

- Manage the Supply Chain function and process, including procuring goods and services,
- Liaise with suppliers and obtain quotations/tenders,
- Guide in developing specifications, negotiate contracts and contracts administration according to procurement policy,
- Manage costs by applying best sourcing strategies,
- Provide support to the research function,
- Evaluate quotations and tenders in terms of PFMA, PPFFA and National Treasury regulations,
- Implement SCM policy and procedures and report any unauthorized deviations to management,
- Internal control compliance,
- Promote procurement empowerment BEE/HDI,
- Be a member of the local tender committee,



- Manage the inventory function including optimizing inventory levels and coordinating stocktaking of stores,
- Preparation of monthly inventory reconciliation,
- Ensure that risks relating to procurement and inventory management are adequately addressed,
- Report irregular, unauthorized, fruitless and wasteful expenditure to management,
- Maintain a register of irregular expenditure,
- Conduct market research and monitor suppliers' performance,
- Attend to SCM audit queries,
- Give procurement guidance to business units and management,
- Provide leadership to subordinates.

Requirements:

- Bachelor's degree/National Diploma in Supply Chain Management/Procurement/Logistics,
- 3 years supervisory experience in a SCM environment,
- Knowledge of GAAP, PFMA Treasury Regulations,
- Proficiency in MS Office Suite,
- Good communication skills written and verbal,
- A valid driver's license code 8/EB.

Enquiries: Mr JM Mothupi, Tel (012) 310 2500

CLOSING DATE FOR APPLICATIONS IS 31 MAY 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 ISCWCV@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.

