



SUPPLY CHAIN PRACTITIONER (5 MONTHS FIXED CONTRACT)
Proposed Salary R 17 200, 00 PM
(Ref. SCP/KZNFC/001)
Reports to: Supply Chain Manager

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

Job purpose: To process supply chain and general provisioning functions of the KZNFC and provide administration functions to ensure compliant procurement procedures within the KZNFC

Minimum Requirements:

- NQF Level 6 Diploma or Degree in Supply Chain management
- 2 years of relevant experience

Summary Duties:

- Ensure compliance of the KZNFC with corporate governance best practice, the Public Finance Management Act, Companies Act, Treasury Regulations and accounting standards.
- Provide practical assistance and support to KZNFC staff and tender evaluation committee pertaining to supply chain policy, practices and general provisioning procedures.
- Assist in enhancement of competitiveness of suppliers and monitor the manner in which policy is implemented in respect of KZNFC's objectives and value for money obtained.
- Maintain a supplier database that will provide managers with information to meet their procurement needs.
- To perform any tasks that may be required in the SCM unit.

All applicants must forward their applications and a detailed **Curriculum Vitae showing the relevant experience, certified copies of ID and qualifications**, clearly stating the relevant reference number for the position for which you are applying for on the subject line. Applicants can hand deliver applications to the 10th Floor, 115 Musgrave Towers, Musgrave Road, Durban or e-mail to HR@kwazulunatalfilm.co.za .

Enquiries: Relebohile Putsoane: tel. (031) 325 0200 **closing date: 19 August 2019 at 12:00**

Note: The successful candidate will be required to do qualifications verification, which will form part of the selection process. The KZNFC is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

NB: The KZNFC reserve the right not to appoint if no suitable candidates are identified.

If you do not receive any response within 14 Days of the closing date, kindly consider your application to be unsuccessful.