

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-Institute for Fruit, Vine and Wine (ARC-Infruitec-Nietvoorbij) seeks to appoint a highly skilled, experienced and dynamic person to the following position-at our Supply Chain Management Infruitec Campus in Stellenbosch.

Position: Senior Stores Clerk position

Position type: Contract

Period: Three (03) months period with an option to extend by one (01) month

Key Performance Areas:

- Ensuring that Placing of order is done with reputable suppliers
- Weekly stock of taking and verification of diesel
- Enquiry of discrepancies of stock (i.e. diesel) from Farm managers and facilities management
- Following up on outstanding order and confirm deliver delivery dates
- Performing Stock taking on a regular basis (monthly), identify discrepancies and put corrective measure in place
- Assessing compliance of the quotations, and proposal responses in terms of specifications
- Ensuring that bidders are scored correctly according to their BEE points and status
- Check on bidders (documents i.e. Tax Clearance Certificate, Bee Certificate, Declaration of interest)
- Submit the List of commodities to the central office for The RT contract / National Transversal contract
- Assist with searching for new vendors as per business requirements and to be loaded on ARC Database
- Update of spec from end-user as per SCM polices and treasury regulation prior to submitting of RFQ
- Receiving of quotes from Vendors for evaluation and assessment
- Prepare for quotations pack for evaluation for less than R 30 000.,00 in consultation with end user and delegate to SCM Accountant for approval



- Filing and safeguarding of SCM documents
- Assist with searching for new vendors as per business requirements and to be loaded on ARC Database
- Assist with stores administration (stock taking, reconciliation of discrepancies of diesel and stock
- Assist with audit queries (internally and externally
- Closing of purchase orders
- Matching delivery notes, purchase orders and invoices
- Issuing of stock and GRN's.

Requirements:

- National Diploma or higher in Supply Chain Management /Procurement Management/Purchasing Management/Logistics Management/Inventory Management and or Chartered Institute of Procurement and Supply and or Finance related qualification.
- Minimum of three (03) years in Supply Chain Management (Inventory/Warehouse/Logistics/Stores).
- Minimum of two (02) years' experience in Finance and Accounting will add as an advantage.

Knowledge and Skills:

- A strong understanding of acquisitions and buying technics.
- Solid knowledge of purchasing and quotations, tender practices and procedures.
- Knowledge of an electronic procurement system.
- Knowledge of purchasing principles and relevant legislation
- Valid driver's license.
- Knowledge of quotations, tender principles, stores standard operational procedures and relevant legislation.
- Integrity and reliability.
- Ability to work efficiently under pressure



- Computer literacy: MS Office.

ENQUIRES: MS Z MATAYI OR MR S MQANA - TEL: (021) 809 3405/3093

CLOSING DATE FOR APPLICATIONS: THURSDAY 24 FEBRUARY 2022 @ 16H00

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-mailed to matayiz@arc.agric.za/Infruiteccv@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.

