



NOTES

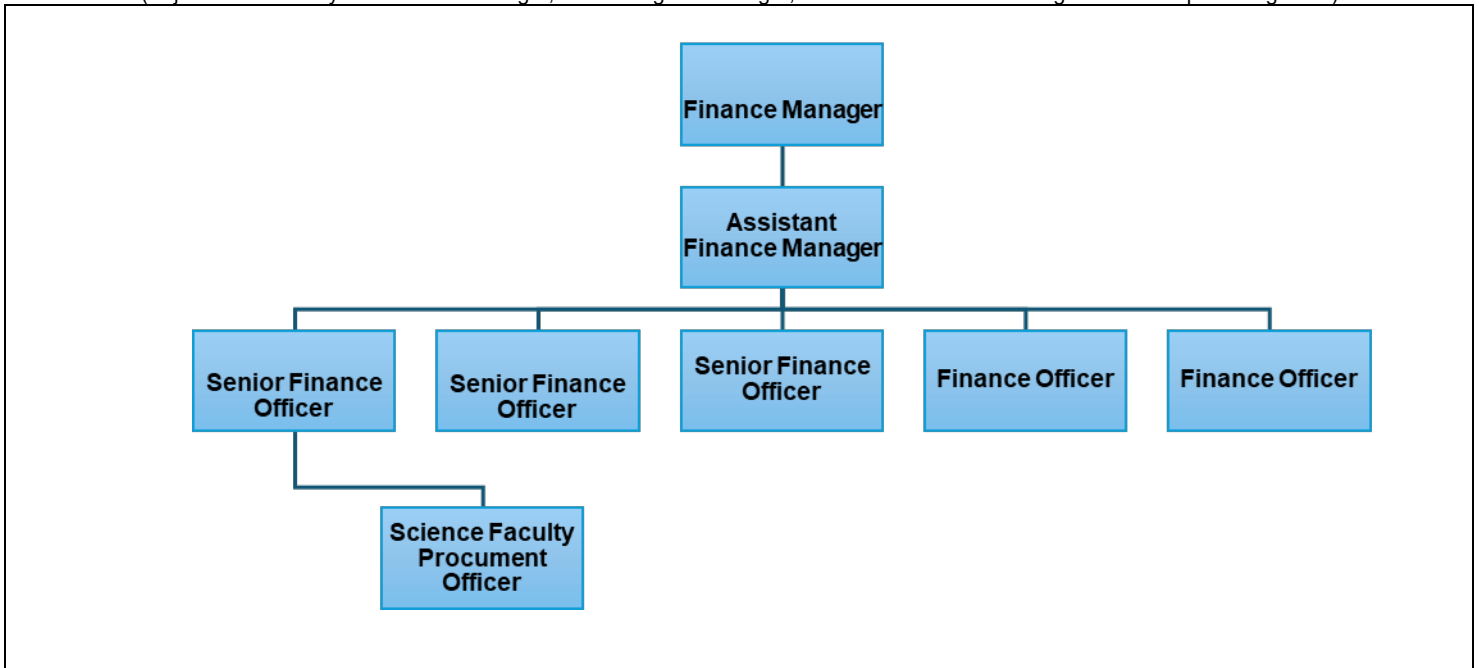
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Procurement Officer		
Job title (HR Business Partner to provide)	Administrative Assistant		
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Science Faculty		
Academic department / PASS unit			
Division / section			
Date of compilation	13 December 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of the position is to provide a complete, efficient, accurate and cost-effective procurement and purchasing service within the Faculty of Science. This is done in accordance with UCT's and external funding agencies' policies and procedures, and in line with proper authorization. This includes the provision of advice and guidance regarding procurement policies and procedures.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Purchasing and procurement	30%	<ul style="list-style-type: none"> • Receive purchase order requests from the Line manager and Faculty office staff, creating purchase orders accordingly • Create purchase orders for departments within the Faculty, as per requests approved by the departments/faculty • Ensure that the appropriate forms together with supporting documentation are provided/received. Check documentation for completeness and correctness • Ensure sufficient budget exists in funds and inform senior when budget is insufficient. • Ensure correct cost allocation of all postings (to correct cost center, fund and GL), in accordance with approved budget and plans. • Ensure order and payment requests are appropriately authorised according to delegated authority policy. • Create purchase orders on SAP • Inform requester and fund holder that PO has been placed, inform them of delivery date and address • Liaise with vendor to ensure timeous delivery of correct goods/services. • Follow up with Creditors to ensure vendors are paid timeously. • Liaise with Creditors regarding vendor queries. • Follow up on outstanding deliveries, invoices and credit notes. • Ensure deliveries, invoices and credit notes conform to the relevant PO specification. • Process foreign orders according to policy and liaise with Foreign Office to avoid delivery and payment delays • Travel arranging and administration, ensure best prices, advise on documentation required, and process refunds • Initiate process for asset purchases and complete AS001. • Arrange advances with creditors and treasury where needed • Assist vendors to complete and submit new vendor forms for processing, and ensure vendor is captured on SAP. Keep vendor informed of status of application. • Complete AS001 forms for the purchase of Assets. • Create and Load approved STB Instant money for Faculty approval 	<ul style="list-style-type: none"> • Purchase orders are placed timeously with correct supporting documentation • Support is provided to departments to ensure a continuous purchasing service is available to all departments • Purchase orders are created within policies, procedures, guidelines and approved authorisations. • Relevant parties are kept informed on purchasing process

2	P-Card & Goods Receipting	20%	<ul style="list-style-type: none"> • Process P-Card transactions. Timeous clearing and processing of P-Card transactions and follow up of outstanding documentation • Approve, and post P-Card transactions against the correct fund, cost center and GL. • Scan statements for unfamiliar or duplicate transactions, check these with the P-Card holder, and if necessary, query with the bank and submit a dispute form. • Follow up on credits until cleared • Add meaningful text • Ensure correct allocation of funds • Ensure correct authorization according to the delegated authorities • Process Goods Receipt Note on receipt of goods/services when required. Verify and receipt procured goods and services. Ensure partial and full goods receipts and receipt reversals are done when applicable 	<ul style="list-style-type: none"> • Ensure No journals required to correct cost allocation • Ensure No unapproved transactions • P-Card purchases done according to UCT policy and procedure within allowed credit limit and that budget is available. • FM050 not being abused by card holders • Goods receipts are timeously done within policies, procedures, guidelines and approved authorisations.
3	Reconciliations, monitoring, evaluation and reporting	15%	<ul style="list-style-type: none"> • Do vendor reconciliations to facilitate processing of outstanding POs, follow up of payments, and issuing of credit notes to facilitate correct payment to vendor Senior Finance Officer • Report on outstanding commitments remaining against fund • Run monthly PO reports to identify open GRs and follow up on delivery • P Card expense reports signed by card holder managers • Provide monthly P Card expense reports to line managers • Unapproved transaction reports are sent to card holders and line manager 	<ul style="list-style-type: none"> • No open GRs older than 1 month • No open payments older than 3 months • No unapproved P Card transactions older than 1 month • Accurate funds reporting
4	Financial queries and policy and procedure advice	15%	<ul style="list-style-type: none"> • Keep abreast of changes in tax regulations, policies, procedures and other legislative changes affecting the procurement function. • Advise faculty on all UCT purchasing related policies and procedures. • Monitor compliance with all UCT purchasing related policies and procedures. • Communicate information regarding changes to procurement policies and procedures to client. • Ensure that new vendors comply with UCT policy and procedures (including applications and supporting documentation). 	<ul style="list-style-type: none"> • Faculty and vendors are aware of or informed of necessary UCT purchasing related policies and procedures, and compliance is monitored and reported.

5	Instant Money	10%	<ul style="list-style-type: none"> • Review and check FM054 and PO from the requesting department. • Ensure GLs are correctly applied for the type of payment and verify the matching allocations on SAP • Ensure the approvals from Finance Office is timeously undertaken to load the payment on Standard Bank's Instant Money Platform • Ensure receipt voucher is issued by Instant money, which enables the recipient to redeem the payment at the available outlets. • Review of the Standard Bank batch report for instant money transactions, confirming allocations are redeemed. Download the Report on PDF and attach it to FM054 to forward to respective department. • Engage with the department to confirm the GRV process is completed, and documentation is forwarded to FND_Claims. • A monthly schedule of Instant Money payments to be submitted to the SFO for review and sign-off. A quarterly schedule to be submitted to the SFO and FM for review and approval. Ensure all schedules are efiled on Finance G-Drive, daily processing folder. 	<ul style="list-style-type: none"> • Ensure the Fm054 has the necessary approvals for final submission • Do monthly redeemed voucher report • Validity of vouchers is 30days
6	General and office administration	10%	<ul style="list-style-type: none"> • Record keeping, efilng and archiving • Administrative support to line manager for budget related activities • Keep office inventory • Monitor office equipment for repair, maintenance or replacement • Assist with ad hoc duties especially support to Faculty Finance staff, which may arise from time to time 	<ul style="list-style-type: none"> • Professional support provided • Accurate efilng systems maintained

MINIMUM REQUIREMENTS

Minimum qualifications	NQF4 with accounting or bookkeeping qualification					
Minimum experience (type and years)	<ul style="list-style-type: none"> • 3 years' experience in financial or purchasing administration • Experience with UCT financial and administrative policies and procedures would be advantageous. • Computer Skills essential: <ul style="list-style-type: none"> • - SAP (advantageous) • - MS Office (especially Excel) • - Email • - Internet 					
Skills	Sound knowledge of SAP finance system or other financial accounting system, Advanced level MS Office, Good communication skills, both verbal and written, Strong organisation skills interpersonal skills and numerical skills. Ability to multi-task, work under pressure and to work independently and accurately with minimal supervision					
Knowledge	Knowledge of UCT's administrative system and purchasing policies					
Professional registration or license requirements	N/A					
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty to handle cash or finances					
Competencies (Refer to UCT Competency Framework)	Competence		Level	Competence		Level
	Analytical thinking/Problem Solving		1	Planning and organizing		1
	Building interpersonal relationships		1	Quality commitment/work standards		1
	Client service and support		2	Teamwork/collaboration		1
	Communication		1	University Awareness		1

SCOPE OF RESPONSIBILITY

Functions responsible for	Placing of purchase orders and administrative functions pertaining to ordering and receiving of goods. General admin function.
Amount and kind of supervision received	General supervision - the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.
Amount and kind of supervision exercised	None
Decisions which can be made	Decisions which impact own area of responsibility
Decisions which must be referred	Decisions on all aspects of items purchased, incl vendor used, quality and quantity of item

CONTACTS AND RELATIONSHIPS

Internal to UCT	Members of Science faculty, Science faculty store, UCT vendor management, assets office
External to UCT	Vendors