

CURRICULUM VITAE OF

M.E BABEDI

CONTACT DETAILS

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PERSONAL DETAILS

Surname : Babedi

First Names : Matlakala Emily

Date of Birth : 19 November 1990

ID Number : 9011190750081

Gender : Female

Ethnic Group : Tswana

Marital Status : Single

Nationality : South African

Health : Good

Criminal Record : None

Drivers License : Code 10

LANGUAGE PROFICIENCY

LANGUAGE	READ	WRITE	SPEAK
ENGLISH	Good	Good	Good
AFRIKAANS	Fair	Fair	Fair
TSWANA	Good	Good	Good
ZULU	Fair	Fair	Fair

EDUCATIONAL QUALIFICATION

QUALIFICATION	NAME OF INSTITUTION	YEAR COMPLETED
Post Graduate Diploma in Project Management	UNISA	2023
B-Tech: Public Management	Central University of Technology, Free State	2014
N.DIP Public Management	Central University of Technology, Free State	2012
Grade 12	Geysdorp Secondary School	2008

SHORT COURSES COMPLETED

COURSE NAME	DAYS	INSTITUTION
LOGIS literacy	2	SITA Erasmus kloof
Payment	4	SITA Erasmus kloof
Order	4	SITA Erasmus kloof
Asset Miscellaneous	5	SITA Erasmus kloof
LOGIS Posting and Automated transit	5	SITA Erasmus kloof
FIDIC Contracts	5	University of Pretoria

SYSTEMS

MICROSOFT PACKAGE (Word, Excel, Power Point and Outlook) PROQUOTE (Supplier database)
LOGIS (Mainframe and Integration)
SAFETY NET (Validate account numbers)
ITS (Students progressive reports, financial statement, personal information) CSD
SAP

MEMBERSHIPS

PROFESSIONAL BODY	MEMBERSHIP NUMBER	STATUS
CIPS	9930178	Active

WORKING EXPERIENCE

Occupation: Contract and Commodity Specialist

Duration: 01 April 2024 to current

Name of Organization: Contract Specialist

Contact Number: 078 626 9669

Duties:

- Research regulations to ensure contracts are updated and in compliance with laws.
- Partner with other internal departments to support the negotiations of customer contract terms and conditions and ensure sales contracts are consistent with our terms, conditions, policies, and procedures.
- Communicate company and Client Contracts department policies and approval processes for contract changes to in-house clients.
- Conducting proposal preparation, contract negotiation, contract administration, and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with Company policies.
- Handle complex problems through effective and efficient resolutions compliant with

acquisition regulations and policies.

- Review, draft, and negotiate standard and non-standard sales contracts.

- Prepare and/or participate in the preparation of sales proposals, agreements, and related documents including Requests for Proposals (RFPs), and cross-divisional customer contracts.
- Participate in and support cross-divisional efforts to develop and implement a consistent customer contract framework and standardized terms and conditions.
- Coordinate review and input from appropriate business functions and cross-functional teams as needed to complete contracting documents.
- Coordinate with the other members of the Contracts Team to ensure effective workflow, consistent process execution and unified approaches throughout the department.
- Lead and/or participate in process improvement projects for the Contracts Department.
- Creating and updating Contracts on SAP system.
- Closing of commitments on the SAP system.
- Capturing contracts variations and Extensions on SAP.
- Analyzing project spend of all active contracts.
- Responsible for Variations reporting, work awarded reporting and Contract register report.
- Manage performance and development of employees.
- Create a sourcing strategy.
- Develop and implement SCM policies, procedures, and systems.
- Ensure compliance with B-BBEE policy.
- Maintain a good relationship with external and internal stakeholders.
- Review and manage existing supplier relationships and performance and market analysis.
- Analyze the Demand plan to identify commodities.
- Develop and manage pricing strategies.
- Identify, mitigate, and manage SCM risk and related risk.
- Advertising and closing of tenders on departmental website, e tender portal (National Treasury) and I tender (CIDB).
- Publishing of received bids on departmental website, e tender portal (National Treasury) and I tender (CIDB).
- Publishing of awards on departmental website, e tender portal (National Treasury) and I tender (CIDB).
- Provide training and advice to SCM process.

Occupation: Senior Supply Chain Practitioner

Duration: 01 June 2022 to 31 March 2024

Name of Organization: Department of Agriculture, Land Reform and Rural

Development

Contact Number: 012 312 9315

Duties:

- Coordinate the integration of the procurement plan.
- Assist and advice in determination of sourcing strategy per commodity.
- Collate, verify, and consolidate projects inputs into a departmental procurement plan for delivery to be met within the identified timeframes.
- Apply SCM policies and regulations in all processes.
- Coordinate workshops for Bid Committees and SCM practitioners.
- Provide training to the internal clients regarding SCM processes and procedures.
- Verify if the utilized suppliers are registered on Central Supplier Database and verify if service providers are not on NT list of blacklisted suppliers.
- Facilitate the issuing of suppliers to chief users.

- Ensure that procurement of goods and services are aligned with demand plan and deviation from it is reported.
- Assist on conducting needs, expenditure, commodities and market analysis to ensure optimal sourcing strategy in the Department.
- Verify suppliers from CSD
- Assist in reviewing the Departmental policies and delegations.
- Assist in conduct procurement planning of goods and services for the Department.
- Assist with the collation, consolidation and verification of Demand Management plans and needs assessment.
- Coordinate training for internal officials and public entities.
- Ensure compliance at all the time.
- Receive the requests for quotation from all end-users.
- Organise meetings for Bid committees.
- Compiling the bid documents.
- Draft appointment letters to Bid Specification Committee members
- Closing and opening of tender box.
- Ensure that the correct supply chain procurement process is followed.
- Arrangement of BSC and BEC meetings.
- Performing secretariat during Bid's specifications, briefing sessions, evaluating and SCM internal meetings.
- Keeping the Bid Documents and Contracts on a safe place.
- Ensure that bids and quotations are finalized within their validity period.
- Assist in the specifications and bids are preparations of bids for advertising.
- Provide administrative support to the departmental Bid Committees.
- Ensure that Terms of References are updated
- Screening of tender documents for compliance.
- Supervise the staff within the unit.
- Address/handle all audit queries
- Provide weekly and monthly report to management.
- Ensure procurement of goods and services comply with local content.
- Develop demand management plan, and procedures.
- Perform needs, expenditure, commodities and market analysis to develop a procurement plan.
- Management of the bid specification processes and facilitates the appointment of BSEC.
- Assist in drafting TOR for the office and other regional offices.
- Provide administration support on functional planning operations within demand management.
- Reporting of award of quotation and bids to National Treasury.
- Ensure that all quotations and tenders comply with TAX.
- Reporting on B-BBEE
- Reporting of external and internal clients.
- A Calling of quotations for stock items
- Follow-up on requisitions and orders
- Verify if the expenditure is budgeted for
- Identify service providers from database rotationally
- Preparation of request for quotations
- Receiving quotations
- Advertisement of Bids on CIDB website and Government Tender Bulletin.
- Ensure safekeeping and filling of supplier database forms and tenders

Occupation: Senior Provisioning Admin Officer

Duration: 18 January 2021 to 31 May 2022

Name of Organization: Department of Environment, Forestry and Fisheries

Contact Number: 012 399 8090

Duties:

- Verifying the correctness of bid/quote number allocated and the closing date for bids to be advertised.
- Ensure that the procurement of goods and services is in line with the approved demand management plan
- Ensure that procurement processes are fully compliant with the SCM prescribed policies and prescripts.
- Arrange for BSEC meetings and draft appointment letters.
- Keep record all processed TORs for weekly, monthly and quarterly reporting.
- Advise and take minutes in Specifications meetings.
- Verifying and supervising the administration of the preparation of the evaluation documents.
- Verifying the preparation of advertisement documents to be advertised at Tender Bulletin, e tender portal, CIDB and departmental website.
- Update tender register on daily basis.
- Facilitation of briefing sessions.
- Ensuring that an accessible filing system is maintained.
- Open bid box on closing date and time, open and mark all bids received, stamp and record bids in bids received register, publish all bids received on the departmental website and on the e-tender website.
- Verifying compliance of every bid/quote documents received and the completed checklist for all the bids received.
- arrange for bid evaluation meetings with project managers, ensure that all BEC members are appointed in writing.
- Ensuring that received bids are published in the Departmental website within 10 days
- Facilitate bid evaluation meetings, liaise with members in time regarding any changes, prepare and distribute the agenda and the bid submissions documents, prepare scoresheets. to be used during the bid evaluation meeting.
- Calculate points in terms of functionality on the score sheets (hard copies as well as on the computer system)
- Calculate the price and B-BBEE points
- Ensure arrangement of BSC and BEC meetings according to proposed meeting dates.
- Write BEC report and circulate to members.
- Prepare and issue Appointment Letters.
- Supervision of employees.
- Coordination of internal and external audit inputs.
- Responsible for HR related matters of the section.

Occupation: Supply Chain Practitioner

Duration: 18 June 2018 to 15 January 2021

Name of Organization: Department of Rural Development and Land Reform

Contact Number: 012 312 8340

Duties:

- Ensure that procurement of goods and services are aligned with demand plan and deviation from it is reported.
- Assist on conducting needs, expenditure, commodities and market analysis to ensure optimal sourcing strategy in the Department.
- Verify suppliers from CSD
- Assist in conduct procurement planning of goods and services for the Department.
- Assist with the collation, consolidation and verification of Demand Management plans and needs assessment.
- Source quotations from supplier database.
- Coordinate training for internal officials and public entities.
- Ensure compliance at all the time.
- Receive the requests for quotation from all end-users.
- Organise meetings for Bid committees.
- Compiling the bid documents.
- Draft appointment letters to Bid Specification Committee members
- Closing and opening of tender box.
- Ensure that the correct supply chain procurement process is followed.
- Performing secretariat during Bid's specifications, briefing sessions, evaluating and SCM internal meetings.
- Keeping the Bid Documents and Contracts on a safe place.
- Assist in the specifications and bids are preparations of bids for advertising.
- Provide administrative support to the departmental Bid Committees.
- Ensure that Terms of References are updated
- Screening of tender documents for compliance.
- Supervise the staff within the unit.
- Address/handle all audit queries
- Provide weekly and monthly report to management.
- Ensure procurement of goods and services comply with local content.
- Develop demand management plan, and procedures.
- Perform needs, expenditure, commodities and market analysis to develop a procurement plan.
- Management of the bid specification processes and facilitates the appointment of BSEC.
- Assist in drafting TOR for the office and other regional offices.
- Provide administration support on functional planning operations within demand management.
- Reporting of award of quotation and bids to National Treasury.
- Advertisement of Bids on CIDB website and Government Tender Bulletin

Occupation: **Senior Provisioning Clerk (SCM)**

Duration: 13 April 2015 to 15 June 2018
Name of Organization: Department of Water and Sanitation
Contact Number: 012 336 7500
Duties:

- Capture requisitions on LOGIS
- Register requisitions
- Ensure that all the important documents are attached before processing a request.
- Checking the availability of budget
- Capturer and verify Banking Details
- Creating and verifying ICN
- Check the SCOA codes before capturing.
- Check the validity period of the quotations.
- Forward orders for authorization.
- Writing Manual Orders for accommodation, flights and conferences
- Responding to external and internal queries regarding orders
- Ensures that copies of orders and appointment letters are send to internal (branches/clientoffices/end users) and external clients (suppliers) for service deliver.
- Make follow up on services not delivered.
- Maintain Stock levels on LOGIS
- Perform annual stock taking.
- Assist in compiling stock taking report.
- Sending copies of order to suppliers
- Follow up on outstanding payments.
- Capturing payments.
- Provide suppliers with proof of payment.
- Assist in Commitment and Accrual reports.
- Provide administrative support with regard to resolution of audit queries.
- Receiving and verification of goods delivered from suppliers.
- Recording all the order on the register 0 – 9.
- Administer 0-9 filling.
- Monitor all contract payments
- Ensure compliance at all the time.
- Keeping records of all the contracts.
- Notify end-users when the contract is about to expire.
- Responsible for collecting and verifying Performance Assessment before submitting to HR.

Occupation: **Supply Chain Management Intern**

Duration: **08 April 2014 to 07 March 2015**
Name of Organization: **Department of Rural Development &Land Reform**
Contact Number: **051 400 4200**

Duties:

Demand Management

- Verification of tax clearance certificate for service providers with SARS.
- Closing and opening of tender box.
- Recording received quotation from the tender box.
- Compiling the bid documents.
- Ensure that project managers send in copies of relevant documents upon expiry of contracts.
- Oversee the total enquiry tender process
- Give inputs while compiling specification and Terms of Reference (ToR) for goods andservices
- Ensure that specifications and bids are prepared correctly and advertised
- Monitor payment of all suppliers

- Ensure that the correct supply chain procurement process is followed
- Performing secretariat during BIDs specifications, briefing sessions and evaluating.
- Validate suppliers and capture on the database
- Conduct procurement planning of goods and services for the Department.
- Assist with the collation, consolidation and verification of Demand Management plans
- Conduct needs, expenditure, commodities and market analysis to ensure optimal sourcing strategy in the Department
- Update price list for commodities
- Responsible for Database Management in the province
- Ensure that Provincial database is regularly updated
- Maintain an approved database for approved suppliers for all goods and service.
- Ensure proper administration of database and arrange with suppliers summits with local suppliers.

Acquisition Management

- Calling of quotations for stock items
- Follow-up on requisitions and orders
- Verify if the expenditure is budgeted for
- Identify service providers from database rotationally
- Preparation of request for quotations
- Receiving quotations
- Drafting the final memorandum for drafting of quotations
- Checking for invoices before payments
- Source goods and services per specification and requisitions
- Finalizing the quotation above R30 000
- Drafting progress reports on the requests allocated
- A secretariat at Bids Specification and Bids Evaluation meetings
- Attending Bids specifications and Bids evaluation
- Closing and opening of tender box.
- Recording received quotation from the tender box.
- Verification of tax clearance certificate for service providers with SARS
- Conducting CIPC verification and VAT vendor search
- Conducting verification of banking details for service providers on safety web
- Checking of bidders on the register of restricted bidders with National Treasury.
- Ensuring compliance of files against the checklist when processing quotations and bids.
- Compiling the bid documents.

Logistics Management

- Capture all requests on LOGIS
- Maintenance of 0-9 File
- Verifying banking details of suppliers
- Capture requests to authorize RQAT
- Create Procurement Advice on LSLG & PAAP
- Create ORDER number for order authorization PAAP & BRCP
- Verifies the classification of Item Control number (ICN) are correctly captured on LOGIS before approving
- Ensures that copies of orders and appointment letters are send to internal (branches/client offices) and external clients (suppliers) for service deliver.
- Recording all the order on the register.
- Receiving and verification of goods delivered from suppliers
- Capturing receipt goods on LOGIS system
- Closing orders for underperforming suppliers
- Issuing vouchers.
- Maintain supplier performance register
- Ensuring that invoices are paid within 30 days
- Processing of invoice for payments
- Maintain 0-9 Files by filing
- Compiling monthly reports
- Responding to external and internal queries

Asset Management

- Approve requests for assets
- Barcoding assets
- Monitoring the movement of assets in the office
- Assets verification
- Follow up on discrepancy of assets
- Doing assets inventory
- Capturing the procured asset

Occupation: Financial Support Clerk Assistant

Duration: March 2013 to March 2014

Name of Organization: Central University of Technology (CUT)

Contact Number: 073 3919 613

Duties:

- Answer general financial aid questions
- Assists students with financial aid process
- Assists in processing financial aid forms
- Refers detailed financial aid questions to the Financial Aid Officer
- Represent the office at special events (orientations, workshops and outreach)
- Assists the Financial Aid Officers in performance of their duties
- Receive, reviews and responds to phone calls and correspondence
- Coordinates the flow of student traffic in the office
- Maintains office supplies and oversee the proper functioning of equipment
- Performs data entry functions
- Performs other duties as assigned that support the overall objective of the position
- Check invoices for correctness, verification and approval
- Capture all financial transactions
- Compare expenditure against budget
- Ensure safekeeping of all financial documents
- Ensure all expenditure incurred is accounted against the accurate responsibility and objective
- Making copies

SKILLS

I am a fast learner, always keen to find a solution to a problem. I am organised, always on time with my deadlines even on under pressure times. I am a good communicator in writing and verbal. I have been working with suppliers hand in hand and gained client orientation and customer focus skills. I have good presentation skills, problem solving and analytical skills. I am good with computer software and systems as I learned and practice them in several organisations. I have good analysis and report interpretation skills. I am passionate about my work, I always do it accurately. I have gained much experience on leadership, supervision and management skills through my working experience and studies. I have a good understanding and experience of MFMA, PFMA, PPFA, B-BBEE, SCM Policy framework, Payments Policy, and Treasury regulations.

REFERENCES

Feferee Name : Ms Zukiswa Tom
Company : Rand Water
Position & Contacts : Contracts Manager (083) 486 7714

Feferee Name : Mr Abie Olyn
Company : Department of Agriculture, Rural Development Land Reform
Position & Contacts : ASD: Bids Management (071) 482 9362

Feferee Name : Mr. Hector Muthapo
Company : Department of Environment, Forestry and Fisheries
Position and Contacts : DD: Acquisitions Management 012 339 9055/ 083 654 8460

Feferee Name : Mr C Mhlanga
Company : Department of Water and Sanitation
Position and Contact : DD Logistics 012 336 6554/ 083 412 0428