

Senior Manager: Supply Chain and Contracts Management

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Senior Manager: Supply chain and Contracts Management**, who will report directly to the **Chief Financial Officer** and be based at the **Head Office: Centurion**.

Grading: (Role Band: D5)

Key Scale: R1 679 753 (Total Cost to Company)

The role of this position is to:

To lead, the Supply Chain Department within W&RSETA to support the strategic objectives of W&RSETA as well as to comply with the Public Finance Managing Act (PFMA), this includes all Treasury Regulations; Preferential Procurement Policy Framework Act; overseeing all activities relating to Procurement Committees. To ensure that all W&RSETA contracts are properly managed, legally sound, do not expose W&RSETA to any unnecessary legal issues and that W&RSETA gets value for money on all its contracts.

Key Performance Areas will include but are not limited to the following:

- Relationships developed and enhanced to optimally service business needs in accordance with W&RSETA strategic plan and taking cognisance of all stakeholder and legislative requirements
- Management advised on compliance-related issues; guidance provided as per client request and in accordance with developed Standard Operational Procedures (SOPs)
- SCM strategies developed, compliant and supportive of NSDS and W&RSETA strategic business plan
- Strategy implementation monitored, measured, reported on, corrective actions recommended and implemented
- Senior Management advised regarding appropriate action steps to support strategy roll out and complying with PFMA
- Relevant policies, procedures and systems identified, developed or reviewed and implemented as required in accordance with legislation and best practice.
- Quality Management System (QMS) implemented, monitored and functioning optimally in department
- Supply Chain strategy implemented and aligned with W&RSETA strategy and legally compliant e.g., BEE requirements.
- Contracts are drafted in compliance with the best legal practice and principles in line with all other applicable legislation.
- Statutory reports compiled and submitted in accordance with legislative requirements, on time, complete and accurate
- Management reports compiled and submitted in accordance with business requirements
- Financial control measures developed, implemented and monitored, corrective action taken to ensure audit compliance, adhering to good governance principles and the PFMA
- Oversee the effective running of the supply chain unit to ensure compliance and enhanced service delivery
- Oversee the effective running of the contracts management unit, ensuring that the legal contracts are vetted, aligned to the TOR, in compliance with laws and regulations
- Provide support to the contract management process and give guidance where required
- Provide support to end-user departments to effectively manage their contracts and performance of the service providers

- Budget development meets requirements in respect of strategic roll out and set in accordance with PFMA and other guiding legislation
- Monthly budget monitored, variances identified, reported and rectified as per W&RSETA financial guidelines
- Cost benefit analysis carried out and expenditure optimally structured
- Capacity building and information sharing initiatives implement and carried out against objectives and as per client requirements
- Team performance managed as per performance contracts and set targets
- Team developed and appropriately skilled to perform optimally
- Other departments engaged to adhere to relevant policies and procedures in the utilisation of support services to ensure good governance
- Keep up to date with latest job-related information by attending short courses, workshops, reading, visiting websites and engaging with peers to broaden knowledge

Minimum Qualifications and Experience

- Bachelor's degree in Supply Chain Management or an equivalent NQF level 7 qualification.
- Honours Degree in Supply Chain Management or an equivalent NQF level 8 qualification.
- Seven years' experience at a management level, developing and maintaining controls & policies in Supply Chain Management.
- Experience Required: Supply Chain Management Experience and Contracts Management and Administration.

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications, and they should not be older than 6 months.
- Applications received after the closing date will not be considered.
- The Wholesale and Retail SETA reserve the right not to make appointment(s) to the advertised post.
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at careers@wrseta.org.za The closing date for applications is: **17 November 2025.**