

Advertisement

Manager: Supply Chain Management

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

Grading: (Role Band: D2)

Salary: R884 269 (Total Cost to Company per annum)

The role of this position is to:

To ensure that all the W&RSETA's procurement and tender requirements are met within the prescribed and reasonable time frames, most cost effective pricing, delivery and alignment on specifications and compliance to PFMA, regulations, legislations, policies and procedures with sound transparent systems and efficient and effective controls in all areas of Supply Chain Management

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

- Develop and implement a Supply Chain Management Framework that will deliver on the SETA's procurement and tender needs and requirements whilst adhering to PFMA, regulations and policies and procedures
- Ensure delivery on procurement and tender needs and requirements within specified time frames with optimal alignment with specifications and cost effective pricing
- Develop and manage the compilation of the annual procurement plan, submit to National Treasury and, upon approval, ensure sound implementation
- Efficient and effective implementation of procurement provisions of the PFMA and Preferential Procurement Policy Framework Act (PPPFA)
- Ensure a professional service excellence center for utilisation by all divisions in the SETA with sound business processes in all areas of the Supply Chain Management unit
- Manage, develop, coach, motivate, performance manage and inspire the Supply Chain Management team ensuring performance against set individual and respective Supply Chain Management service delivery targets
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor and measure Supply Chain Management performance against set standards and performance targets
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date status on Supply Chain performance
- Efficient and effective management, coordination and administration of all BID Committees (Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee)
- Ensure the efficient and effective utilization of the Central Supplier Database (CSD) to optimally support the needs and requirements of the SETA whilst ensuring compliance to regulations
- Ensure knowledge-sharing, documentation of information and a team that is informed and up-to-date with developments in the sector
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's procurement and service delivery needs and requirements

- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure sound administration and recording across all SCM processes and procedures
- Develop, maintain and periodically review policies, applications, systems and procedures for the management of the SCM pillars ensuring compliance to legislation and alignment to best practices
- Effectively plan, coordinate, manage and execute ad hoc projects
- Report any possible malfeasance and or irregularities in the Supply Chain Management processes

Minimum Qualifications and Experience

- Bachelors' degree in Supply Chain Management
- Honors degree will be an advantage
- 5 years' relevant experience
- In-depth knowledge and understanding of Corporate Governance and Regulatory frameworks in particular Public Financial Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its most recent regulations as well as guidelines, notices and instruction notes issued by the relevant authorities from time to time
- Up-to-date knowledge and understanding of new developments and strategies in the procurement and SCM environment

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 reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals

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

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: **15 July 2023**