**INTERNAL/ EXTERNAL ADVERTISEMENT**

**SUPPLY CHAIN MANAGEMENT**

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| **REFERENCE NUMBER** | **POSITION** | **No. of VACANCIES**  **AVAILABLE** |
| **20000047** | **PROCUREMENT MANAGER** | **ONE (1) ONLY P 07**  **R738, 290. 00** |

**REPORTS TO: DIRECTOR SUPPLY CHAIN MANAGEMENT**

# PURPOSE

Responsible for the development of Supply Chain Management policies, initiatives, best practice and strategies for Supply Chain Management, whilst supporting effective business operations and ensuring good corporate governance

# Responsibilities

**Financial Management:**

* Manages and monitors financial risk
* Aligns expenditure to cash flow projections
* Prepares the SCM budget in line with the strategic objectives of the GPL

# Cost Reduction and Process Improvement

* Plans, leads and directs the cost saving initiative to continuously reduce cost through process improvement, contract implementation and inventory reduction while improving on current levels of service and quality to the client
* Negotiates high impact and complex contract for goods and services such as capital equipment and associated services

# Demand Management

* Ensures development of the demand plans for the institution at the beginning of each financial year and regular management thereof
* Development of a commodity, category, contract management, strategic supplier relationship and information technology (e-procurement) strategies for implementation of plans to ensure that goods and services are procured efficiently and effectively

# Acquisition Management

* Ensure that SCM support divisions in sourcing quotations for goods and services
* Chairing of Tender Evaluation Committees and provide support to all SCM Committees appointed by the Secretary to the Legislature
* thorough bid evaluation processes for presentation to the Legislature Adjudication Council

# Logistics and Disposal Management

* Oversee the creation and issuing of a purchase order to the approved service provider to ensure goods and services are procured on time in accordance with GPL’s policies, processes and procedures
* Authorise procurement of goods and services for values as delegated
* Develop a system to monitor the delivery of goods and services, inventory and that the payment process is in place
* Oversee that the expenditure is tracked against contracts to ensure that funds are optimally utilised in service delivery

# Risk Management

* Analyse and assess risks, including conflict of interest and develop appropriate management plans in respect of these.

# Performance Management

* Annually assess the performance of the Supply Chain Management system in order to determine, on the basis of the retrospective analysis, whether the authorised and prescribed supply chain management processes were followed and whether the desired objectives were achieved

# Operational Management

* Develop and implement supply chain dashboard to measure performance against quality, client services, financial goals and target areas for improvement
* Develop and manage technology assessment, process such as Enterprise Resource Planning (ERP) for effective and efficient management of demand, strategic sourcing and acquisition, logistics and performance management

# Reporting

* Provide monthly, quarterly and annual reports to the Chief Financial Officer on Supply Chain Management
* Provide monthly Supply Chain Management reports to the Oversight Bodies on request

# Internal and External Stakeholder Management

* Ensure stakeholder satisfaction with the service of the CFO Programme

# Human Resource Management

* Select, develop and manage Supply Chain Management staff that will promote quality and display commitment to customer satisfaction

# Required Experience

* Grade 12, Degree in Commerce, Logistics or Supply Chain Management or equivalent
* Post Graduate Degree in Commerce will be an added advantage
* Minimum of 08 years’ experience in the Public Sector Supply Chain Management of which 05 must be at a management level.

**Closing date for applications:**

**NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.**

**If you do not receive any response from us within 6 weeks of closing date, please consider your application as unsuccessful.**