

INTERNAL/EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE CHIEF FINANCIAL OFFICER

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20260916	Director: Supply Chain Management	One (1) ONLY P05 Permanent R1,879 951CTC Per Annum

REPORTS TO: CHIEF FINANCIAL OFFICER

PURPOSE

The Gauteng Provincial Legislature seeks to appoint a Director of Supply Chain Management to provide strategic, tactical and operational direction to Supply Chain Management Directorate, which supports the procurement of goods and services and oversees the asset management function in the Gauteng Provincial Legislature. The incumbent is responsible for the management of efficient and effective service delivery through effective leadership and management of the various components of the supply chain management function with focus in areas of strategic and operational sourcing, value for money, preferential procurements, bid committees and bid processes, operating expenses, improved customer relations and empowered suppliers whilst ensuring compliance with legal prescripts of the Financial Management of Parliament and Provincial Legislatures Act and SCM regulations and Policy.

The successful candidate must possess effective strategic management, performance management and project management skills for effective development and execution of



relevant strategic interventions and annual plans within the supply chain management environment. These skills must be coupled with effective problem solving and analysis, conflict resolution and communication skills to respond to internal and external stakeholder expectations.

Strategy and Planning

- Prepare the Directorate strategic plan.
- Ensure strategic leadership and management of the directorate, ensuring implementation, monitoring and reporting on the mandate of the directorate,
- Management of staff conduct and ethics and foster professionalism within the directorate.
- Facilitate the strategic planning process for the directorate as it relates to the Legislature Strategic Planning process,
- Develop the Annual Operational Plan for the Directorate and ensure its full implementation,
- Develop and implement a system for monitoring and evaluating the directorate APPs and the performance of the directorate in alignment to the Institutional M&E Framework,
- Produce monthly, quarterly and annual reports on SCM performance, providing progress status on the Annual Operational Plan for the directorate and Institutional Demand Plan,
- Communicate and ensure buy-in approval of the Integrated Demand Plan.
- Develop and review policies and standard operating procedures as it relates to the SCM environment
- To Manage Supply Chain Management directorate's resources

Operational Management

- Drive awareness and compliance to all applicable SCM prescripts and the regulatory environment as it relates to the GPL
- Provide guidelines, governing processes and procedures within the supply chain management when procuring goods or services; acquiring and disposing of assets
- Communicate and ensure buy-in of the strategy to Directorate staff

- Develop, implement, monitor and manage tactical and operational plans for the SCM in the areas of Demand Management; Acquisition Management; Asset Management and Risk Management and regular assessment of the supply chain performance to maximize efficiency
- Ensure that operational processes are documented and adhered to within the directorate to enhance the governing systems and regulations
- Manage the output of the process owners within the directorate and conduct any necessary interventions to improve operational efficiency within the directorate
- Ensure that the necessary systems are in place to support the operations of the Directorate
- Determine system gaps and conduct any necessary interventions to close these gaps
- Ensure appropriate administrative support to the GPL Bid Committees and ensure timeous production of reports and minutes and record keeping

Human Capital Management

- Motivate the team to optimize existing systems to enhance efficient delivery of services to the GPL.
- Promote the wellness of employees in the directorate.
- Recruit and select the most suited incumbent/s in available role/s.
- Implement the Integrated Performance Management System according to the policy
- Identify skills shortages for the management team and develop training plans for the Directorate in conjunction with the management team.
- Develop, implement and monitor the Individual Development Plan to build relevant skills and grow talented individuals.
- To create a conducive working culture that promotes high performance and ultimately results in low staff turnover.
- Identify institutional training for role players in the SCM value chain and members of Bid Committees.



Risk and Governance Management

- Direct the development of effective functional risk management controls.
- Implement internal and external audit recommendations for the directorate.
- Provide leadership on all Governance matters related to the directorate
- Inculcate accountability and transparency values and monitor demonstration of these in the directorate by holding oneself and subordinates accountable for the work assigned to them.
- Ensure risk management systems and processes are in place and adhered to within the directorate.
- Adhere to contract management processes of the institution.
- Ensure that the directorate has a clean audit and does not expose the institution to unnecessary audit findings.

Financial Management

- Ensure that approved directorate budget is aligned to business plan of the directorate, programme and the overall vision and strategic objectives of GPL.
- Manage the budget of the directorate in line with budget allocation and directorate work plan
- Implementation of the budget and expenditure controls
- Compliance with the implementation of financial management policies and related legislation.
- Determine directorate resource (people, finances, infrastructure, and systems) requirements and facilitate a process for appropriate resourcing of the work of the directorate
- Account for the optimal utilisation of all directorate resources including the optimal allocation of people across the business units.

Internal and External Stakeholder Management

- Conduct regular assessments to ensure if the current stakeholders are still relevant and whether the appropriate stakeholders are consulted.

- Lead, direct, and facilitate stronger collaboration with other Legislatures on matters related to the directorate.
- Lead, facilitate and support co-operative relationships with external stakeholders.
- Ensure that effective and efficient service delivery that meets and exceeds expectations is offered to all stakeholders by the directorate.
- Lead, facilitate, ensure, monitor and report on implementation of resolutions to all relevant decision-making structures.
- Drive the Supplier Open Day programme

Minimum Experience

- Minimum of five (5) years' experience in the Public sector/Parliament/Legislative environment
- Minimum of five (5) years to be at senior management.
- Working experience of legal prescripts which govern Bids and Adjudication Committees
- Minimum of eight (8) years' experience of overall experience in managing the Supply Chain Management function
- Preferable knowledge and experience in transformation, change management and strategy implementation

Minimum Educational Qualifications and Experience

- Post Graduate Degree in Supply Chain Management or equivalent qualification at National Qualification Framework (NQF) level 8.
- Additional Qualifications in line with job requirements will be an added advantage
- Knowledge of Change Management, Transformation and Strategy implementation
- Minimum five (5) Years at Senior Management
- Minimum of five (5) years' experience in the Public/Parliament/Legislative sector
- A minimum of eight (8) years' experience in the following areas:
 - Supply Chain Management Skills

- Financial and Governance Management experience
- People Management skills
- Stakeholder Management experience
- Project Management
- Contract Management
- Strategic Planning Management

Competencies

- Problem Solving and Analysis
- Human Capital Management
- Policy Management
- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing
- Monitoring and Evaluation
- Risk Management
- Performance Management-

Closing date for applications: 06 November 2026

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. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. 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 six weeks of the closing date, please consider your application as unsuccessful.

To apply for this position, submit your cv to Hrrecruitment@gpl.gov.za for internal candidate and Hrrecruitment1@gpl.gov.za for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references) by navigating through the following web address:

<https://www.gpl.gov.za/careers/>

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.

Applicants must refer inquiries pertaining to the advertisement to HR Business Partner on the following email: WMatsimbi@gpl.gov.za

ISMAIL RAWAT

APPROVED BY.....

SIGNATURE.....

DATE: 19 October 2026