

SUPPLY CHAIN MANAGER
Ref no: SCM/22/11/2022

The National Heritage Council (NHC): The purpose of the NHC is to develop, promote and protect the national heritage for present and future generations.

Supply Chain Manager: Finance Unit

About the job:

The NHC has a vacancy for a Supply Chain Manager position: in the Finance Unit, with a focus on Manage SCM procurement processes Develop and implement procurement policies and procedures in line with NHC, SCM policy, PPPFA and PFMA requirements. The position reports directly to the Chief Financial Officer.

The position is a **5 (five) year fixed-term contract**, based at **Hatfield, Pretoria**.

Key responsibilities:

- Develop and implement the Procurement Plan in support of achieving the APP and Capex and Opex Budgets.
- Comply with the National Treasury requirements in all aspects of the SCM processes
- Develop and implement SCM Strategy for meeting turnaround requirements as expected by all stakeholders in line with the related National Heritage Council, providing quality goods and services at competitive prices. Strategy to address PPPFA and B-BBEE legislative requirements. The SCM strategy eliminates the risks of non-compliance vs the risks of slow response to requests.
- Develop procedures to prevent or report on any irregular, unauthorised, fruitless and wasteful expenditure.
- Develop and monitor SCM risk register and provide quarterly reports on progress in the implementation of risk mitigation strategies with estimated risk mitigation accomplishment dates.

Demand management:

- Develop and compile procurement planning in line with National Heritage Council requirements.
- Communicate and upskill line management on the execution of the Procurement Plan.

- Prepare templates required for the implementation of the Procurement Plan.

Acquisition process management:

- Implement and execute the acquisition process in line with the approved Procurement Plan and Budget.

Disposal management:

- Identification and classification of redundant and damaged assets in terms of policy and National Heritage Council
- Ensure the proper functioning of the disposal committee by engaging the appropriate asset managers in the process to determine the correct disposal methods and procedures.
- Adherence to the GRAP standards and PFMA requirements on all asset management aspects.
- Contract and supplier performance management:
- Manage all contracts and supplier performance by applying the supplier performance management tool.
- Assess and evaluate exceptions and disputes between suppliers and internal stakeholders.

Stakeholder management:

- Contribute to the development of the stakeholder strategy, plan, policies and procedures programme, outputs and deliverables.
- Provide stakeholder advice, expertise, support and assistance to units.

Qualifications, skills and experience:

- NQF Level 7 degree in Supply Chain Management.
- Minimum of five (5) years of management experience in the Procurement/SCM fields. Preferably in the Public Sector environment.
- In-depth knowledge and understanding of the PPPFA, PFMA and National Heritage Council regulations.
- Sound financial and management accounting skills coupled with people development and management skills.
- Able to partner with Executive Management to support the achievement of strategic objectives through effective and strategic procurement processes.
- Effective working relationship with other departmental managers.
- Excellent analytical, organisational, management and leadership skills, business acumen and the ability to deal with ambiguity and meet demanding deadlines and manage projects.
- Advanced computer skills including PowerPoint presentations and high level of written and verbal communication.
- Proof of valid driver's licence

Closing date: 22 November 2022

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Please email your cv at manager.scm@nhc.org.za.

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.