



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

www.nhc.org.za
Tel: 012 748 3949

2nd Floor Building 3, Summit Place Business Park
221 Garsfontein Road, Menlyn, Pretoria

SUPPLY CHAIN MANAGER

Ref no: SCM/27/03/2026

PRETORIA

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protection, and promotion of heritage for sustainable development.

Supply Chain Manager: Finance Unit

About the job:

The NHC has a vacancy for a **Supply Chain Manager** who will plan, integrate, optimize, and manage supply chain management services for the National Heritage Council to ensure proper systems, policies, procedures, and control in compliance with relevant legislation, regulations, standards, and prescripts.

The position is a **Five Years (05) Fixed- Term Contract**, based in **Menlyn, Pretoria**.

Key Responsibilities:

- **Strategic leadership:**
 - Supply chain management Strategy aligned to the NHC's operational plan.
 - Compliance to policies and procedures



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- Effective contract management
 - Risks identified and mitigated in area of responsibility.
 - Unit risks identified and mitigated.
 - Effective contract management
- **Supply chain management:**
- Supply Chain Management system which complies with legislation and other sound governance measures
 - Effective internal controls
 - Anti-corruption and antifraud
 - Prevention of irregular expenditure
 - Effective management of commitments
 - Compliance with the PFMA, Treasury regulations and other relevant legislation and industry standards, in all supply chain activities
 - Effective customer /end user relations management
- **Procurement value chain Management:**
- Compliance of procurement policies and procedures
 - Approved Policies and Procedures
 - Approved Annual Procurement Plan
 - All tender specifications align with organisational needs.
 - Specifications and terms of reference documents are completed and available.
- **Contract Management:**
- Up to date contract database
 - Contract Reconciliation
 - Supplier Performance Management in line with National Treasury guidelines.



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- **Asset management:**
 - Up to date assets register.
 - Obtain approval of the Disposal Certificate

 - **Resource management:**
 - Positive and constructive culture
 - Capacitated employees
 - Performance excellence within the Unit
 - Effective management of capacity of subordinates
 - Approved unit budget
 - Compliance with regulatory requirements
 - Wasteful expenditure eliminated
 - Financial Management

 - **Continuous Improvement and Unit Optimisation:**
 - New developments and insights explored and shared within the department.
 - Best practice within the department
 - Quality assured work
 - Improvement within the department
 - Continuous improvement to optimise the outputs of the Unit.
 - NHC's assets management within the department are effectively managed.
 - Efficient utilisation of the unit's resources
 - Compliance to NHC policies and procedures.

 - **Qualifications, skills, and experience:**
 - Post Graduate qualification in Supply Chain Management or Financial Management or relevant NQF level 8 qualification.
 - Broad Based Economic Empowerment Act
 - National Treasury Instruction notes and Circulars.
 - Targeted Procurement



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- Knowledge of Tender Processes
 - Knowledge of GAAP / IFRS
 - Knowledge of relevant accounting systems
 - Knowledge of financial practices within the TEDA context
 - Knowledge of the PFMA
 - Knowledge of auditing
 - Accounting Software
 - Database Software
 - Payroll Systems
 - Communication skills required
 - Conflict management
 - Computer literacy skills
 - Knowledge management and sharing of information.
 - At least 6 years' relevant experience, of which 3 years should have been at a management level.
 - High Skills: Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - Respond to questions from groups of managers, clients, customers, and the public.
 - Very High Skills: Ability to apply advanced mathematical concepts.
 - High Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is frequently required to walk and talk or hear. The employee is occasionally required to be mobile.



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- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - The noise level in the work environment is usually quiet.
 - Driver's license

Closing date: 05 May 2026

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

Please email your cv at r.scManager@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.

People with disabilities are encouraged to apply.

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