

## Job Specification & Recruiting Profile of Vacancy

18 October 2024

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Senior Manager: Supply Chain Management	<b>Type &amp; Grade</b>	Permanent, D3
<b>Vacancy No</b>	34 of 2024/25	<b>Department &amp; Unit</b>	Finance, Supply Chain Management

### POSITION OVERVIEW:

To lead and guide the provision of supply chain management services in line with applicable legislation requirements and NSFAS policies to enable responsible sourcing, logistics, supplier development, and vendor management as well as the information system needed to coordinate these priorities.

### RESPONSIBILITIES:

#### Policy, Systems & Procedure Development

- Participate in the development and management of the NSFAS SCM policy, SCM bid committee guidelines, asset management plans, procurement processes and procedures, in line with relevant legislative prescripts.
- Participate in the design and development of the bid evaluation, bid adjudication committees guidelines and their associated terms of reference.
- Socialise the SCM policies and guidelines to internal stakeholders for comprehension and compliance

### **Core Strategic Objectives Development**

- Provide the SCM unit's input into the strategy of the finance department.
- Guide and monitor the development and implementation of the annual procurement plan of the organisation.
- Guide and manage the implementation of the organisation's procurement plan
- Guide and manage the implementation of the key performance indicators (KPIs) and operational plans
- Guide and manage the strategic sourcing processes of the organisation.
- Guide and manage the bid administration process
- Provide oversight on the research activities of the SCM unit.
- Guide and manage the maintenance of business processes and procedures that results in a compliant end to-end procurement process.
- Provide strategic and sound technical SCM advice.
- Guide and manage logistics and asset management component of the unit.
- Guide and manage contract management activities along with the performance management of service providers.
- Oversee and direct the advertisement and publication of the bid process where applicable.
- Train and create awareness to relevant employees on the SCM related updates and their impact on the organisation

### **People Management & Ethical Leadership**

- Manage the recruitment and selection of SCM employees in line with EE targets
  - Delegate the procurement matters to the relevant subunits for implementation
  - Lead and manage the unit team performance to achieve the set and agreed programmes
  - Direct, inspire, coach and mentor subordinates to deliver quality programmes in line with NSFAS Values
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- Lead and manage the individual performance contracting and review process for subunits
- Lead and manage all disciplinary matters of subunits related to performance and conduct issues

### **Stakeholder Management & Relationships**

- Oversee the utilisation and implementation of the ongoing SCM policies, processes, efficiency channels and databases to satisfy and maintain stakeholders needs
- Collaborate with internal stakeholders to enable the timely execution of their procurement requirements.
- Lead and manage the communication between NSFAS and the service providers where required.

### **Project Management & Leadership**

- Manage and supervise all procurement requests in accordance with policy, processes, and guidelines.
- Analyse and interpret procurement research results and provide insight into the most strategic procurement methods of procurement.
- Review, analyse and recommend improvement reports relating to contract management, asset management, demand management and procurement processes

### **Budget optimisation**

- Analyse financial information to recommend or develop efficient use of resources and procedures.
  - Manage expenditure in line with core activities and projects of the unit
  - Review and assess procurement proposals received for value for money and performance requirements of the organisation.
  - Monitor contract usage spending aligned to the approved budget
  - Review and provide input into the spending analysis tasks and activities
  - Review the reconciliation and reporting on actual expenditure to order value.
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### **Risk, Compliance, Monitoring and Evaluation**

- Lead and manage the procurement plans, asset management plans, contract management activities, and demand management activities of the organisation in line with legislation.
- Lead and manage the plans and processes that support the implementation of identified key controls and established risk mitigation procedures
- Analyse and improve the audit, risk, and compliance outlook of the unit
- Lead and manage the implementation of the audit plan

### **Information & Knowledge Management**

- Collaborate with ICT to build systems that enable the management of data obtained from different sources
- Collaborate with stakeholders to use their experience, education and understanding to obtain and manage knowledge and information resources of the SCM environment

### **Reporting & Accountability**

- Report and account on the unit strategic KPIs progress, operational plan progress, strategic stakeholder's management issues and interventions, internal and external audit and risk landscape as well as on any other work in the mandate of the SCM unit

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## **DESIRED SKILLS AND EXPERIENCE**

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### **Minimum requirements:**

- NQF Level 8 in SCM, Accounting, Commercial, Legal Sciences or related fields
  - Computer literacy – Intermediate MS Package Suite
  - Driver's License
  - 10 Years' experience in public procurement environment, of which 5 years should be at management level
  - Sound knowledge of the public sector environment, PFMA, National treasury regulations
  - Sound knowledge of the higher education environment, NSFAS ACT
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### **Preferred**

- NQF Level 8 in SCM, Accounting, Commercial, Legal, Sciences or related fields
- Computer literacy – Advanced MS Package Suite
- 15 Years' experience in public procurement of which 10 years should be at the management level

### **Skill and Competencies:**

- Strategic and visionary
- Project Management
- Interpersonal Skills
- Data Analysis
- Presentation Skills
- Goal orientation skills
- Influential and advocacy
- Systems and IT flair
- Stakeholder Management
- People Management

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## **REMUNERATION & BENEFITS**

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**Remuneration Package: R 1 258 898 – R 1 482 941**

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### **PLEASE NOTE**

**Closing date: 27 October 2024**

Interested applicants must apply via this link: [Senior Manager Supply Chain Management](#)

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The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful. Appointments will be made in line with the NSFAS Employment Equity goals and targets

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