

# EXTERNAL ADVERTISEMENT

## SUPPLY CHAIN MANAGEMENT

| REFERENCE NUMBER | POSITION            | No. of VACANCIES AVAILABLE            |
|------------------|---------------------|---------------------------------------|
| 20000047         | PROCUREMENT MANAGER | ONE (1) ONLY<br>P 07<br>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:

- Demonstrates knowledge of general concepts of financial planning, budgeting and how they inter-relate
- Manages and monitors financial risk
- Continuously looks for new opportunities to obtain and save funds
- Understands and weighs up financial implications of propositions
- Understands, analyses and monitors financial reports
- Allocate resources to established goals and objectives
- Aligns expenditure to cash flow projections
- Ensures effective organisation of financial resources
- 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
- Communicates the needs and objectives of supply chain to Unit Managers and key staff

## **Demand Management**

- Ensures development of the demand plans for the institution at the beginning of each financial year and regular management thereof
- Lead, develop, propose and implement strategies, policies and review systems and controls to ensure that outputs of the supply chain functions are optimised
- Develop risk management strategy for Supply Chain Services
- 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
- Ensure the analysis of data relating to GPL's spending on goods and services
- Manage and monitors spend category performance to assist GPL in defining its procurement needs
- Assesses the supply market and bids and negotiates effectively with the ability of identifying cost drive in the market
- Ensure that operational efficiencies within the spend categories is maximized
- Ensure that operational excellence is achieved in defined spend categories
- Manage and monitor the identification of supply chain risk and implementation of risk mitigation actions

## **Acquisition Management**

- Ensure that SCM support divisions in sourcing quotations for goods and services
- Ensure that bids are initiated and successfully completed within the set timeframes for procurement over certain values
- Ensure tenders are executed in line with all prescripts
- Ensure that enabling contracts are established for commodities
- Chairing of Tender Evaluation Committees and provide support to all SCM Committees appointed by the Secretary to the Legislature
- Ensure thorough bid evaluation processes for presentation to the Legislature Adjudication Council
- Ensures that an adequate audit trail is maintained for all transactions that can be subjected to an audit by the AG
- Ensure that suppliers are informed on GPL's Procurement policies and processes
- Ensure the efficient supply of goods and services to GPL is maintained
- Develop plans to satisfy the demand while optimising logistics efficiently
- Ensure that an efficient supply chain process has minimum risk in in compliance with GPL supply chain policies, procedures and governance
- Manage the comparing of set prices and deliberate contracts, payment schedules and monitoring the process to ensure that it runs smoothly
- Ensure the centralisation of GPL procurement activities
- Develop strategies and ensure economic empowerment of service providers in the context of "taking Legislature to the People"
- Ensure that HDI targets are met and development of strategies and initiatives to realize same

## **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 on Intenda 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, including:

- avoiding risk where possible;
- allocating risk to the party best suited to manage them; and
- Obtaining adequate mitigating strategies for residual risks.
- Ensure the supplier database is fully compliant
- Ensure all internal and external audit findings relating to procurement are adequately and timeously resolved
- Ensure all delegated tasks in terms of the audit strategy are adequately and timeously addressed

### **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
- Responsible for the development and management of supply chain budgets for all supply chain functions
- Implements internal controls to ensure compliance with all contracts to achieve financial targets
- Ensure supply chain processes are accountable for meeting continuous improvement and initiatives both from strategic and tactical perspective including lead time reduction
- Oversee the registration of suppliers and the maintenance of a compliant supplier database
- Ensure that HDI targets are met and development of strategies and initiatives to realise same
- Provide advisory service to Programmes, Sub-Programmes and Units regarding procurement processes to be followed
- Ensure valid Service Level Agreements (SLA's) are in place for internal and external stakeholders
- Provide direction on contractual issues involving litigation regarding the procurement of goods and service in consultation with Legal Services
- Coordinate and provide relevant supply chain management training to Programme and Sub-Programme Services
- Keeps abreast of new processes such as procurement methods, technologies, legislation requirements, and market conditions and communicates with

- Management on any significant factors that could affect business or financial impact on GPL
- Manage, monitor and control records management for all procurement transactions for audit purposes
- Maintain appropriate SCM processes to ensure a clean audit on supply chain processes and procedures

### **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
- Monitor and curb fruitless and wasteful expenditure, irregular expenditure and unauthorised expenditure through the use of SAP and Intenda system and report these expenditures to the Chief Financial Officer
- Provide any other reports that may be required on instruction of the Chief Financial Officer and/or the Secretary to the Legislature
- Maintain updated registers for Irregular, Unauthorised, Fruitless & wasteful expenditure

### **Internal and External Stakeholder Management**

- Ensure stakeholder satisfaction with the service of the CFO Programme
- Provide leadership on professional partnership services in Finance, SCM and Risk Management to the GPL
- Ensure implementation of resolutions that affect the Programme within stipulated timeframes
- Ensure maintenance of a stakeholder query register and monitor implementation of resolutions

### **Human Resource Management**

- Select, develop and manage Supply Chain Management staff that will promote quality and display commitment to customer satisfaction
- Identify opportunities for staff development and fosters growth
- Demonstrate accountability for self professional growth and job performance by seeking opportunities to enhance job skills and knowledge
- Seek opportunities to increase personal contribution and level of responsibility
- Support and respect the individuality of others and recognises the benefits of diversity of ideas and approaches
- Delegates and empowers others to increase contribution and level of responsibility
- Facilitates team goal setting and problem solving
- Recognise individuals and teams and provides developmental feedback in accordance with performance management principles
- Deals with labour matters
- Identifies competencies required and suitable resources for specific tasks

## **Required Experience**

- Grade 12, Degree/Diploma in Commerce, Logistics or Supply Chain Management
- 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: 17 May 2018**

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 will be subjected to security vetting and screening by State Security Agency, and appointment to the post will be determined by positive results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

**TO APPLY FOR THIS POSITION, SUBMIT YOUR CV TO [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) WITH YOUR CERTIFIED SUPPORTING DOCUMENTS (i.e. ID, certified Copy of qualifications with at least two contactable references)**

ALWAYS QOUTE THE POSTION REFERENCE NUMBER ON THE SUBJECT LINE –  
APPLICATIONS WITHOUT A POSITION REFERENCE NUMBER WILL NOT BE CONSIDERED