

Job Title:	Manager: Supply Chain Management- Permanent
Organisation:	NEMISA
Department:	Supply Chain Management
Location:	Gauteng, Parktown
Salary Range:	Grade 12
Upward Reporting Relationships:	Chief Financial Officer
Reference Number:	NEM-02/05/2020

MAIN PURPOSE OF JOB

- To ensure the development and implementation of the SCM strategy and provision of strategic support to the Institute on supply chain related matters; oversee and provide an effective and efficient procurement and provisioning system while maintaining compliance in the unit; provide trends analyses and information on SCM spending as per legislative prescripts.

JOB OBJECTIVES

- Ensure the development and coordination of a Supply Chain Management and Asset Management framework, strategy and plan
- Align SCM strategy to support the requirements of all business units as well as CoLabs
- Set comprehensive goals and objectives for performance and growth
- Provide input into the implementation of new processes and approaches to achieve strategic objectives
- Establish LEAN processes for aligning day-to-day decisions to the strategic plan
- Develop and maintain a management reporting framework to comply with statutory requirements
- Conduct procurement needs assessment and develop annual procurement plan in consultation with users and submit as per statutory requirements
- Oversee the management of the procurement of goods and services
- Prepare requisition for purchasing of goods and services and ensure the obtaining of authorised signatures
- Ensure timeous procurement of goods and services
- Manage the process of drafting specifications for identified projects
- Oversee the management of the purchase order process
- Ensure compliance with regulations and legislation e.g. PFMA
- Draft monthly reports to the CFO on all SCM activities
- Support the management of technical assistance for complex departmental purchases and service requirements in order to ensure compliance
- Oversee the management and maintenance of the supplier database

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Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Thobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorf; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana
Executive Directors: Mr Treveen Rabinindhath (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Fahmida Valla (Company Secretary)

Reg no. 98/14825/08



- Ensure that contracts are signed before service providers render services
- Evaluate vendor bid responses and compare vendor quotations with product and service specifications
- Provide input to the Legal Business Unit in drafting Service Level Agreements (SLA) and ensure that these are signed before services are rendered
- Negotiate optimal contract terms
- Assist the Legal Business Unit to facilitate and resolve contract disputes
- Ensure the processing of invoices as per the approved contracts and orders
- Ensure that supplier performance forms are completed for major service providers, and when tenders expire
- Actively manage the monitoring and measuring of supplier performance in line with SLA and contracts
- Establish Vendor Management processes to ensure the procurement of products and services from Vendors at the best prices and quality
- Assist in the evaluation of contract responsiveness, negotiate changes to a contract, and ensure that contractors are compensated for products or services provided
- Manage contractor and subcontractor activities, review proposals, develop performance specifications, and serve as a liaison with service providers
- Monitor and ensure delivery on contracts awarded
- Develop and implement the SCM and Asset Management Risk Registers
- Identify and manage risk within the SCM business unit, including asset management
- Implement and monitor measures aimed at combating the abuse of the SCM and Asset Management systems, e.g. fraud, favouritism, corruption, unfair and irregular practices
- Ensure compliance with legislative requirements and risk management practices
- Oversee the annual SCM and Asset risk assessment and audit
- Develop, implement and monitor the SCM risk response plan
- Ensure regular auditing of financial process and systems to scrutinise integrity and assess possible risks
- Provide input into policies to promote the Institute's Supply Chain Management and Asset Management processes
- Ensure that the Institute maintains full and proper records of its supply chain affairs and assets in accordance with accepted standards and practices
- Manage and establish processes for checking of compliance with the instructions of national treasury and other legal instructions and bodies
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislative prescripts
- Provide advocacy to stakeholder on policy interpretations, and create awareness on policy changes
- Ensure that all business units comply with relevant policies, SCM and Asset Management processes and systems
- Compile and submit statutory reports in line with agreed standards and time lines
- Monitor the procurement trends of all business units and CoLabs, and provide guidance to promote good governance
- Oversee the recording and movement of all assets within the Institute
- Compile the annual budget for the business unit
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats
- Identify deviations from the budget and take remedial action
- Manage the business unit's cash-flow and expenditure
- Motivate the acquisition of assets and resource requirements as required
- Ensure cost containment when goods and services are procured



- Manage and coordinate business unit resources
- Provide required training and development to employees to ensure optimal performance.
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary
- Determine staffing requirements, and ensure the proper recruitment and selection of high performing human capital
- Ensure that training interventions are aligned with the Institute's and employees' needs
- Manage performance of subordinates and implement corrective measures where required
- Effectively respond to employee queries
- Participate in internal and external stakeholder forums as directed
- Provide SCM and Asset Management advocacy to all business units and CoLabs on guidelines on procurement, procurement spend, and asset management
- Represent and participate in the Institute's committees and/or task teams
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events when required
- Build inter-business unit relationships to support the execution of operations

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	Minimum: <ul style="list-style-type: none"> • Bachelor's degree in Supply Chain/ Procurement Management/ Commerce or equivalent qualification (NQF Level 7) 	Ideal <ul style="list-style-type: none"> • Postgraduate qualification in Supply Chain and Procurement Management or equivalent
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Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 5 years' in Supply Chain Management and Procurement (including Asset Management)
- 3 years' experience in management role

Ideal:

- 6-8 years' experience in Supply Chain Management and procurement
- 5 years' experience in management role

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.



- Knowledge of relevant legislation and policies
- Knowledge of The Public Finance Management Act (PFMA)
- Preferential Procurement Policy Framework Act (PPPFA)
- Black Economic Empowerment Policies
- Treasury Regulations
- Firm understanding of economic and market dynamics
- Project Management knowledge
- Advanced Excel and knowledge working on SCM and Asset Management systems
- Knowledge of SCM and asset risk assessment and mitigation

Knowledge

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

Skills

- Computer literate (MS Office)
- Good communication and presentation skills
- Negotiation skills
- Strong analytical ability
- Cost accounting skills
- Research and report writing skills



Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: scmmanager@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **22 May 2020**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.