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**Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9(1) of the Skills Development Act of 1998, as amended**

**MANAGER: SUPPLY CHAIN MANAGEMENT**  
**This is contract position expiring on 31<sup>st</sup> March 2020**

**ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R910 000 – R996 000**

***Reporting directly to the Chief Financial Officer, the incumbent shall be responsible for:***

- Contributing to the development of the Supply Chain Management strategy and plans;
- Developing the unit's annual performance plans and operational plans;
- Developing the approved SCM procurement plan on an annual basis and submission of the final approved procurement plan to National Treasury on an annual basis, by the prescribed deadline
- Aligning the procurement plan to the organisation-approved budget and strategy on an annual basis;
- Reviewing drafted TOR / Specification developed by the specification committee in conjunction with the end user against the approved procurement plan and submit for authorisation to the CFO and Compliance office as required;
- Stringently managing the procurement process - Quotations. Ensure that written price quotations were obtained from at least three different prospective suppliers, were three written price quotations were not obtained, the reasons were recorded and approved by a delegated official;
- Stringently managing the procurement process - Competitive bids. Goods and services with a transaction value of more than R500 000 were procured through a competitive bidding process. Deviations from competitive bidding are properly approved and justifiable;
- Putting processes in place ensuring that competitive bids were advertised for a minimum period of 21 days before closure;
- Ensuring that preference point system was applied in the procurement of goods and services above R30 000;
- Ensuring that construction contracts above the value of R30 000 were only awarded to contractors who are registered with the CIDB;
- Stringently managing Contract management and ensuring that extension/ modification to contracts (including variation orders) was approved by a delegated official;
- Developing and maintaining the acquisition process evaluation templates on an annual basis;
- Managing the pre-evaluation checklist in line with bids issued as required;
- Reviewing the relevant documents for, and participating in, the Bid specification, evaluation and adjudication committee meetings;
- Ensuring that bid specifications, evaluation and adjudication are in adherence to SCM policy and applicable legislative and decisions are made and communicated to internal as well as external stakeholders regularly;
- Strengthening compliance to SCM policies and applicable legislation;
- Preparing and submitting the SCM report to the CFO and Compliance office on a monthly basis;
- Supporting SASSETA to achieve the delivery of the organisational strategy and objectives in line with the budget and procurement plan;
- Evaluating suppliers' performance and reported this to the CFO on a monthly basis;
- Reviewing the irregular, fruitless and wasteful expenditure schedule on a quarter basis;
- Defining the required inventory levels and managing inventory levels in line with requirements;
- Managing the receipt and tagging of all assets;
- Managing the verification of asset allocation and location quarterly;
- Managing the identification of obsolete assets quarterly;
- Developing and managing the disposal plan in line with policies and procedures;

- Developing standardised, regular and adhoc reports as required;
- Dealing with all internal and external audit issues within the division;
- Identifying and monitoring the unit's risks and develop and maintain a risk register;
- Building capacity and transfer of skill as within the unit;
- Monitoring, evaluating and managing the unit's performance on the job and quarterly;
- Implementing the HR policies and procedures with the unit.

#### **JOB REQUIREMENTS**

- A relevant NQF 7 qualification in SCM, Finance or similar;
- A minimum of 3 years SCM management experience in field;
- A minimum of 5 years SCM experience in the field;
- A minimum of 2 years SCM management experience in the public sector environment is preferred;
- Must be computer literate at an intermediate level.

#### **COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED**

- Knowledge of legislation governing SA's transformation in education and training;
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Leadership and people management skills;
- Communications skills (oral and written);
- Strategic competency
- Project management skills;
- Financial management skills;
- Planning and organising skills;
- Problem solving and decision-making skills;
- Good presentation and facilitation skills.

#### **PLACE OF WORK**

SASSETA Office, Riverview Office Park, Janadel Avenue (off Bekker Road), Halfway Gardens MIDRAND.

Submit your application, together with **certified copies of all your qualifications including ID Copy**, using **one of** the following options:

- **Email:** [sassetahr@sasseta.org.za](mailto:sassetahr@sasseta.org.za)
- **Post to:** P O Box 7612, Halfway House, 1685
- **Hand Delivery:** Place of work appearing above

**Closing Date for Applications:** 11 September 2017

SASSETA is committed to employment equity and therefore applications from the designated groups are encouraged.

Successful candidate will be subjected to security clearance and will also be expected to sign a performance contract.

Only short listed candidates will be contacted .Should you not hear from us after three weeks from the closing date, assume that your application was unsuccessful.

**PLEASE NOTE:** Applications from unsuccessful candidates will not be retained.

**NB: SASSETA reserves the right not to make an appointment.**

