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Transport Education and Training Authority CFO's Office

Supply Chain Manager (Permanent)

Randburg

Package: Market Related

1. KEY PERFORMANCE AREAS:

1. Provide support to Stakeholders

- 1.1 Arrange meetings with internal and external clients to familiarize them SCM legislations and regulations;
- 1.2 Arrange meetings with TETA external clients/service providers to resolve identified problems;
- 1.3 Provide relevant information and support to internal and external auditors as well as TETA managers and Staff.

2. Management of SCM Budget

- 2.1 Ensure that invoices are submitted to Finance for payment within agreed time-frames;
- 2.2 Monitor expenditures against funds committed on the purchase orders;
- 2.3 Ensure that expenditures complies with the budget set as per Procurement Plan, bid document pricing schedule and purchase orders;
- 2.4 Check and inspect Invoice Control Register regularly.

3. Drive Bid Committees

- 3.1 Establish Bid Specification, Bid Evaluation and Bid Adjudication Committees;
- 3.4 Compile rosters for Bid Committee;
- 3.5 Arrange Bid Specification Committee meetings.

4. Implement Demand management and budgeting

- 4.1 Drive the divisions demand management planning in terms of Procurement Planning requirements;
- 4.2 Ensure that National Treasury Instructions, directives and Practice Notes are complied with;
- 4.3 Analyse and select the best sourcing strategy for identified TETA requirements;
- 4.4 Introduce new motivations for requests that comply with SCM prescripts to minimize audit findings.

5. Implement Acquisition management

- 5.1 Develop and maintain a compliant acquisition management system;
- 5.2 Obtain Requests for Proposals/Quotations and advertise bids/tenders on the Government Tender Bulletin, TETA website and print media;
- 5.3 Implementing procedures to administer contracts and the outcomes prior to authorising payment

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Certificates;

- 5.4 Develop an extensive and comprehensive supplier's database for the RFP System as part of the integrated System;
- 5.6 Assign and approve RFPs, Supplier Administration and Purchase Orders on the RFP System.

6. Implement Logistics Management

- 6.1 Ensure building facilities are properly kept and maintained;
- 6.2 Ensure that TETA's vehicle is properly maintained and serviced.

7. Implement Inventory and disposal management

- 7.1 Introduce and maintain effective inventory and disposal management systems;
- 7.2 Update the Excel spread-sheet for inventory stock items;
- 7.3 Identify obsolete, redundant and unserviceable assets for disposal.

8. Supply Chain Performance

- 8.1 Ensure that set objectives and time-frames are achieved;
- 8.2 Compliance to policies, procedures, norms and standards;
- 8.3 Savings are generated on purchases;
- 8.4 Supply of goods and services is operating efficiently;
- 8.5 Cost-effectiveness of procurement process.

9. Management services

- 9.1 Policies, procedures and systems developed, implemented, monitored, maintained and compliant with SCM legislation and best practice;
- 9.2 Review and alignment of policies and delegation authority to reflect best practices;
- 9.3 Direct and manage projects assigned to the SCM unit.

10. Manage personal and staff performance

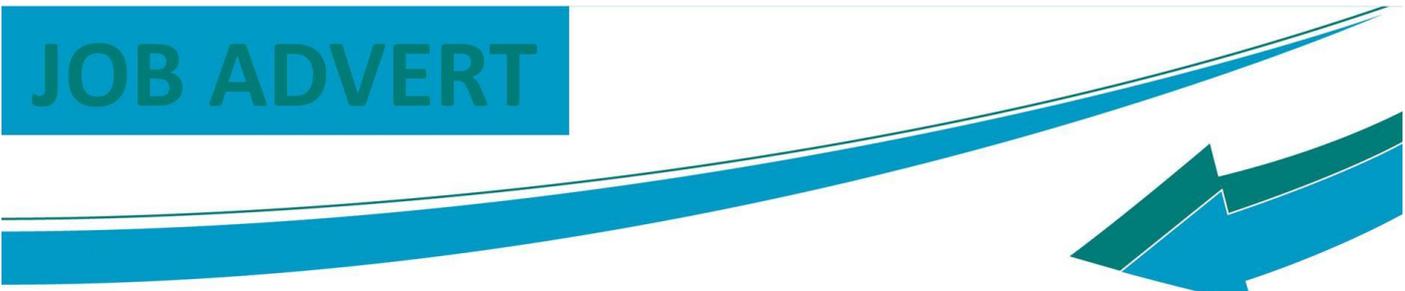
- 10.1 Manage / monitor and check on performance agreements development and signature;
- 10.2 Manage / monitor and check on performance assessments and reviews implementation;
- 10.3 Manage / monitor and check on personal development plans submission, approval and implementation;
- 10.4 Monitor and check on employee capacity needs.

2. MINIMUM REQUIREMENTS:

2.1 Experience & qualification

- M + 3 SCM degree and or related qualification;
- Minimum of at least 6 years' experience in SCM, with at least with 3-5 years' at managerial level.

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2.2 Knowledge and Skills

2.2.1 Knowledge

- A comprehensive knowledge and understanding of relevant and applicable SCM best practices as incorporated into the SCM field and I legislation;
- Extensive business process design and implementation experience inclusive of workflow aspects;
- Excellent communication and interpersonal skills;
- Demonstrable experience of balancing urgent business needs with legislation and internal control;
- Work experience in private and public sector in all aspects of management of supply chains;
- A comprehensive understanding of internal control in an SCM context;
- Strong , influential leadership with excellent track record of successful SCM change management and managerial skills including providing advice on complex matters;
- Project management: demonstrate track record of delivering projects on time, within budget, up to an agreed standard whilst nurturing and fostering excellent relationships;
- Professional supply management membership.

2.2.1 Skills

- Analytical, problem solving and critical thinking skills;
- Consultation and negotiation skills;
- Leadership and people management skills;
- Planning, monitoring and reporting skills;
- Presentation, communication and writing skills;
- Project management skills;
- Sound judgment and ability to maintain confidentiality.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za .All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Friday, 15 April 2016.

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

