

MANAGER: SUPPLY CHAIN MANAGEMENT

R964 731.03 per annum

Please Note: This is a fixed-term contract position until 31 March 2030

The Public Service Sector Education and Training Authority is in the process of repositioning itself and aligning the new strategy with existing legislative and governance mandate. The PSETA therefore seeks to appoint a competent, suitably qualified, and experienced Manager in Supply Chain Management. The successful applicant will be based in PSETA Offices in Hillcrest Office Park, Pretoria and will report to the PSETA Chief Finance Officer.

Job Purpose:

To provide a people-oriented and vibrant culture and coordinate the Human Resources function across all sub-functions. To effectively manage Human Resources operations in line with the Integrated Human Capital strategy by effectively partnering with business to achieve the PSETA strategic objectives.

Key Responsibility Areas

1. Supply Chain Management

- Manages the Department, develops APP, operational plans and performance reports.
- Produces monthly and quarterly reports in compliance with DHET requirements.
- Applies appropriate prescribed policies in procurement of goods and services, as directed by National Treasury.
- Implements and complies with prescribed SCM requirements.
- Ensures resourceful acquisition and optimization.
- Provides appropriate support and advice to bid committees.
- Drafts and presents appropriate supply chain reporting.

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

- Applies appropriate principles and policy in supplier management.
- Manages process of Asset management – Acquisition and Disposal.
- Manages the SCM unit and implements prescribed processes in terms of legislation and Treasury Regulations.
- Ensures the effective and efficient demand, acquisition and logistics management functions.
- Develops an SCM strategy, demand- and procurement plan, aligned with overall organisational strategy and budget.
- Provides effective and efficient contract- and service provider management, compliant with stipulations of the respective frameworks and legislation.
- Ensures completeness of drafted contracts (approvals and signatures).
- Obtains monthly updates of procurement thresholds' from National Treasury.

2. Governance

- Monitors the operation of controls and procedures in order to ensure the integrity of PSETA.
- Develops and maintains a quality assurance and improvement program that covers all aspects of the policy and risk activity.
- Identifies and monitors departmental risks and develop and maintain a risk register.
- Establishes and maintain a system to monitor the dispositions of results communicated to management.
- Provides support to the Internal Auditors and AG and respond to the findings.
- Ensures that all action plans are in place to address internal and external audit findings and monitor progress against these plans.
- Develops departmental plans, business processes and budgets and manage the financial, risks and other resources relating to the Quality Assurance function in the PSETA.
- Ensures compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Ensures compliance with all relevant regulations and policy frameworks.
- Establishes and maintains SCM management structures.
- Develops and facilitates the implementation of the supply chain management systems consistent with legislative and other good governance arrangements.

3. Stakeholder Management

- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Represents PSETA in meetings with stakeholders.

- Solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies and procedures and legal requirements.
- Develops, implements and monitors a stakeholder management system.

4. People Management

- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- Sets performance objectives for team by cascading of corporate initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.

5. Finance Management

- Contributes to the budget preparation process.
- Ensures the effective, efficient, economical and transparent use of financial and other resources.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Explores opportunities to reduce costs.
- Ensures divisional, regional and departmental budget monitoring in line with PSETA financial guidelines.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in SCM / Logistics / Financial Management or related fields at NQF 7.
- Honour's degree in SCM / Logistics / Financial / Business Management or related fields at NQF 8 would be an added advantage.
- Professional membership with CIPS would be an added advantage.
- 8 to 10 years relevant experience in a Supply Chain Management environment of which 5 years must be at middle management in a supply chain management environment
- **KNOWLEDGE, SKILLS AND ATTRIBUTES:** Strategic thinking and planning * Management and supervision * Time management * Team work * Interpersonal relations and skills * Decision-making * Creativity/Innovation * Conflict Management * Adaptability/Flexibility.

- If you meet the above-mentioned requirement, kindly submit your application, a detailed CV, certified copies of qualifications and motivation letter to the Human Resource Department via e-mail to recruitment@pseta.org.za.
- **Closing Date: 08th April 2022**

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Tel: 012 423 5700

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Designated groups are encouraged to apply (Youth, women, and People with disabilities)

Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.



16/03/2022