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RE-ADVERTISEMENT

MANAGER : SUPPLY CHAIN MANAGEMENT

All candidates who previously applied are encouraged to submit a new applications.

Salary: R 1 315 559.65 All inclusive package

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

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Education and Training SCM Manager. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To be responsible for the efficient functioning of the supply chain management function in the PSETA. To ensure due process, compliant procurement and supplier management practices are maintained.

Duties and responsibilities:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Requirements:

QUALIFICATIONS	
MINIMUM	**ADVANTAGEOUS**
Bachelor's degree in SCM / Logistics / Financial Management or related fields (NQF 7)	Honour's degree in SCM / Logistics / Financial / Business Management or related fields (NQF 8) Professional membership with CIPS would be an added advantage

EXPERIENCE	
MINIMUM	**TYPE OF EXPERIENCE**
8 to 10 Years	8 to 10 years relevant experience in a Supply Chain Management environment 5 years experience in middle management in a supply chain management environment

COMPETENCY
Strategic Thinking
Strategic Planning
Management and Supervision
Time Management
Teamwork
Interpersonal Relations and Skills
Decision Making
Creativity/Innovation
Conflict Management
Adaptability/Flexibility

PSETA Values

Living the PSETA Values:

- ***Honesty and Integrity:*** being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.
- ***Accountability:*** answerability, blameworthiness, liability, and the expectation of account-giving.
- ***Service Excellence:*** providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- ***Fairness and Transparency:*** impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.

If you meet the above requirements, please use the application link below to complete and submit your application. Applicants are required to upload a detailed CV, certified copies of educational qualifications, and a motivation letter as part of the application process.

Application for Supply Chain Management: Manager (New) – Fill out form

Please note: Closing Date: 04 December 2026

Enquiries: Ms Phuti Phosa - **Call: 012 423 5700**
Designated groups are encouraged to apply (Youth, Women and People with disabilities**)**

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 the closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Please note that this is an employment equity position. All applicants are considered; however, preference will be given to people living with disabilities and designated groups.

17 November 2026