



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: Finance Division		
REFERENCE NUMBER	POSITION PERMANENT	NUMBER OF VACANCIES AVAILABLE
SCM: 01/2020	<b>MANAGER : SUPPLY CHAIN MANAGEMENT PATERSON GRADE: D3</b>  <b>SALARY PACKAGE: R580 000.00 – R928800.00</b>	1

MICT SETA seeks to employ a **Manager: Supply Chain Management**. The overall purpose of this position is to optimally plan and manage the supply chain function of the SETA. The position is based at our head office in Midrand and will report to the Chief Financial Officer.

This is a permanent position aligned to the Government Gazette No. 375 dated 7 March 2019.

**MINIMUM REQUIREMENTS:**

- A minimum of NQF level 7 qualification in Supply Chain Management
- Minimum of 10 years working experience in Supply Chain Management, experience in the public sector will be an added advantage
- In-depth knowledge of the Preferential Procurement Policy Act (PPPFA), Public Funds Management Act (PFMA), Treasury Regulations, Broad-Based Black Economic Empowerment (B-BBEE) and SCM Guidelines
- The successful applicant shall be subject to personal vetting which will include background checks

**KEY PERFORMANCE AREAS:****Supply Chain Management**

- Develops the Procurement Plan aligned to MICTSETA's Annual Performance Plan and ensures execution in line with National Treasury guidelines

- Develops, reviews and updates SCM policies and practices in line with legislative or regulatory changes
- Ensures adherence to applicable policies, procedures and legislation in the procurement of goods and services, and within allocated timelines
- Maintains a contract and lease registers and ensures all legislative requirements are met
- Produces procurement reports monthly to monitor spend, highlighting deviations and updating the register and make recommendations or seek the necessary approval to addresses these
- Compiles quarterly reports for Board and Treasury
- Addresses performance related matters with service providers in line with the contract agreements

### **Bid and Tender Management**

- Ensures compliance with the tender process at all times in line with DTI stipulations
- Serves as the Secretariat of the Bid / Tender Evaluation Committee to direct the specifications and evaluations of bids / tenders
- Prepares bid report with supporting documentation upon completion of the vetting process for submission to the Bid Adjudication Committee for final approval.
- Upon approval of bids / tenders prepares memorandums of recommendations and contracts of appointments together with supporting documentation for the Finance department to execute payment upon delivery of goods or completion of services rendered by Suppliers
- Publishes bids / tenders on MICTSETA and National Treasury website
- Ensures an accurate and up-to-date contracts register is maintained

### **Budget Management**

- Analyses the business plan to determine the financial requirements
- Obtains the budgetary prescriptions from the Finance Division
- Determines financial allocations in accordance with deliverables
- Submits budget for approval in accordance with policies and procedures
- Monitors expenditure against budget and ensures spending occurs within budgetary limits, eliminating wasteful and fruitless expenditure

- Peruses monthly expenditure statements from Finance and addresses anomalies
- Explores opportunities to reduce costs

### **Human Resources Management**

- Sets performance objectives for team by cascading of corporate initiatives into individual performance contracts
- Monitors and measures performance quarterly by conducting employee appraisals
- Identifies areas of development and develops action plans to address poor performance
- Ensures ongoing training and development of employees
- Addresses employee relations matters fairly and promptly with the assistance of Human Resources personnel

### **KNOWLEDGE AND SKILLS:**

- Effective written and verbal English communication skills
- Good stakeholder liaison skills
- Good Analytical Skills
- Planning and organizing skills
- Knowledge of Financial Management Fundamentals
- Good time management and prioritising skills
- Advanced Microsoft Office skills

### **ATTRIBUTES:**

- Professional with astute attention to detail
- Integrity and the ability to deal with confidential information is essential
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure

### **APPLICATION**

**Applicants of all races are invited to apply for this position.**

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Resources Department for the attention of: Mr Sandile Gumede

([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) or fax 011 805 6833 by no later than **04 September 2020**. Enquires may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.

 MICT SETA is an equal opportunity and affirmative action employer and reserves the right not to appoint for the advertised position. **MICT SETA welcomes applications from people with disabilities.**