



JOBURG CITY THEATRES REQUIRE A

ASSISTANT SUPPLY CHAIN MANAGER [REF: [ASCM/16]

TO REPORT DIRECTLY TO THE COMPANY'S SUPPLY CHAIN MANAGER

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre in order to provide the integrated management of world class African theatre venues and a high quality entertaining, innovative and inclusive programme which serves the diverse communities of the City of Joburg in support of Joburg 2040.

An Assistant Supply Chain Manager position is available for an achievement-orientated individual with initiative and a commitment to give substance to this vision.

Purpose of the position: This position is to ensure all compliance and ethics actions and functions within the Supply Chain Management section are coordinated and managed as per JCT's policies and procedure.

Key responsibilities will include, but not limited to:

- To render and maintain an effective and efficient procurement function that will ensure value for money when acquiring assets, goods and services.
- Assist in the efficient and effective management of the organisation's supplier database.
- Assist in the efficient and effective support of BBBEE, SMME and Cooperatives in the procurement process.
- Assist in the management of the supplier development initiatives.
- Assist in the supplier performance management.
- Assist the Supply Chain Manager regarding the monitoring and implementation of supply chain policies.
- Ensuring compliance with different statutory legislation.
- Assist in the organisation's efficient and effective procurement functions.
- Assist the Supply Chain Manager regarding Contract Management.
- Asset Management.
- Assist the Supply Chain Manager regarding with daily management of incoming requests from end users ensuring timeous turn around.
- Assist the Supply Chain Manager in conduct monthly demand planning to determine the needs and requirements for good and services.
- Compile procurement reports for internal and external stakeholders.
- Assist the Supply Chain Management with duties as requested from time to time.
- Assistance with the Supply Chain Management Quarterly reporting.
- Overseeing and ensuring the compilation of role descriptions in conjunction with the Supply Chain Manager.
- Assist the Supply Chain manager in Overseeing and ensuring that performance plans for Subordinates and all relevant operational levels are drawn up in accordance with all applicable policies.

- Ensure and enforce adherence to all HR policies.
- Assist the Supply Chain Manager regarding in managing and resolving valid complaints from Stakeholders and staff relating to staff conduct.
- Assist the Supply Chain Manager regarding roll out performance feedback sessions.
- Assist in performance recognition activities.
- Regularly communicating the organisational strategy.
- Assist the Supply Chain Manager regarding to address deviations with staff from set standards.
- Assist the Supply Chain Manager to enforce discipline by addressing unacceptable behaviour.

Minimum Requirements:

- Grade 12
- Degree/Diploma in Finance / Public Administration and/or Supply Chain Management qualification
- A minimum of 3 years' experience in the supply chain management.
- Knowledge and understanding of Government procurement regulations, PFMA and Treasury Regulations.
- Computer literacy is essential;

Skills required:

- Good interpersonal skills in dealing with public,
- Have good verbal and written communication skills,
- Resolve conflict

The position is available immediately. A market related package will be negotiated.

Interested persons are requested to send a cover letter and detailed CV to:
 Mr. Thomas Sadiki, Human Resources Manager, Joburg City Theatres
jobapplications@joburgtheatre.com *(please quote the reference number)*
 Enquiries: (011) 877 6821

CLOSING DATE: 29 SEPTEMBER 2016

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets.
Preference will be given to designated groups including people with disabilities.

JCT reserves the right not to make an appointment.

Applications must contain at least 2 referees. Please ensure that applications are accompanied by certified copies of qualifications as per job requirements. Certified copy of Identity document is a prerequisite.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.