

## JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

09 September 2016

The following vacancy exists at NSFAS.

<b>Position</b>	Senior Manager: Supply Chain Management	<b>Type &amp; Grade</b>	Job Grade 13 (Permanent)
<b>Vacancy No</b>	33 of 2016/17		
<b>Department &amp; Unit</b>	Finance, Supply Chain Management		

### POSITION OVERVIEW

The Senior Manager: Supply Chain Management will be responsible for the active management of supply chain activities to maximize customer value and achieve a sustainable competitive advantage. The SCM unit represents a conscious effort to develop and run the function in the most effective & efficient ways possible. More specifically this role is responsible for sourcing, logistics, supplier development, vendor management as well as the information systems needed to coordinate these activities.

This position has a variety of tasks required to be performed according to specific procedures in the following main areas:

- Strategic, Business and Operational Planning
- Managing Department according to APP and Operational Plan, including resources (Human & Financial Resources)
- People-oriented Leadership and Change Management
- Stakeholder Relationship Management & Collaboration
- Knowledge Management and Innovation

### RESPONSIBILITIES

#### Strategic, Business and Operational Planning

- Translates NSFAS strategic and APP objectives into implementable SCM solutions
- Prepares the annual Service Unit Plan to support the overall strategic aims and objectives.
- Facilitates the development of the service unit strategy, annual plans and policies
- Prepares the budget as aligned to the service units strategies, core services and plans

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- Monitors and reports on progress of plans

### ***Supply Chain Management:***

- Providing SCM strategic managerial leadership and strategic sourcing
- Developing and enhancing SCM systems, processes and policies and identification of procurement agencies
- Providing technical advisories on all SCM matters;
- Developing and provision of executive level SCM training and SCM toolkit
- Quality assurance of Bids submitted for approval
- Participating and chairing of supply chain committees
- Establish and maintain primary service levels for the SCM Function to benefit the organisation
- Manage Preferential Procurement to ensure the relevant BBBEE targets are met
- Oversee and guide the Enterprise Development Program

### **Managing Department according to APP and Operational Plan, including resources (Human & Financial Resources)**

- Implements the OPS Plan to support the overall strategic aims and objectives of the organisation
- Implements the Risk Management Framework and Risk Register
- Develops a resource plan for the Service Unit
- Monitors compliance with approved budget within the unit and takes corrective action (i.e. Identifies wasteful expenditure and challenges inappropriate work practices and attitudes to resolve this)
- Management and support of budget and forecast activities
- Analyse financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial challenges
- Manage the Rollover financial system into new financial year
- Management of processes relating to asset acquisitions, transfers, sales and disposals

### **People-oriented Leadership and Change Management**

- Manage change and ensure that it is correctly prioritized within the service unit
- Foster a positive climate within the team with regular and open two-way communication
- Instills practices of reporting and sharing of information, and Manages effective communication channels within the department
- Manages and monitors allocated tasks and work standards and quality delivery of direct reports
- Ensures all direct reports have personal development plans (PDP) and that they are actioned
- Ensured that staff has Performance Contracts and that performance reviews are managed
- Proactively manages & addresses employee relations aspects including employee well-being, OHAS, discipline and grievances



## **Stakeholder Relationship Management and Collaboration**

- Engages with key stakeholders to understand impact of plans and deliverables, and ensure optimal service delivery
- Collaborate on joint initiatives / programmes of organisational importance
- Timely submission of reports and trend analysis in order to advise and guide stakeholders
- Use of Service Level Agreements to meet performance expectations

## **Knowledge Management and Innovation**

- The development of policies and guidelines related to the function for the enhancement of efficiencies
- The maintenance of business documentation and reports
- The identification of areas of business improvement by means of innovation

## **DESIRED SKILLS AND EXPERIENCE**

### **Minimum requirements:**

- A Bachelor's Degree in Supply Chain Management or similar.
- A minimum of five (5) years middle or senior management experience in finance dealing specifically with Public Sector Procurement;
- Computer literate in Microsoft Office and ordering systems
- Valid unendorsed driver's license

### **Beneficial**

- Post Graduate Qualification would be beneficial and Preference may be given to those who possess a similar post graduate qualification and a Supply Chain Management diploma or certification.

### **Core Competencies:**

- Strategic Capability and Leadership
- People Management & Empowerment
- Programme & Project Management
- Financial Management
- Change Management
- Excellent communication and interpersonal skills;
- Strong negotiation and communication skills
- A working knowledge of strategic planning and budgeting



## REMUNERATION & BENEFITS

**Remuneration Package:** R 898 743 – R 1 058 691

Total Cost to Company per annum inclusive of all benefits and company contributions.

**Benefits and Conditions:** **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (15%), medical aid contributions and an annual bonus.

**Closing date:** 23 September 2016

## PLEASE NOTE

Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Ms. Fayroes Sherry via email, with the subject Senior Manager: Supply Chain Management to [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za).

**NSFAS do not consider late applications**

**Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates**

**NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful**

### EMPLOYMENT EQUITY:

“NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios.”

### RECOGNITION OF PRIOR LEARNING:

NSFAS may recognise experience in lieu of the Minimum Stipulated Formal Qualifications on condition that the Experience is Specific, Relevant and Appropriate for the vacant position as part of Recognition of Prior Learning (RPL) measures. The assessment of suitability is at the sole discretion of NSFAS, and no further correspondence would be entered into regarding the outcome. In this regard, candidates are required to include this aspect in their motivation letter for consideration, and may be required to undergo a competency evaluation prior to appointment.