

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

31 August 2016

The following vacancy exists at NSFAS.

Position	Procurement Manager	Type & Grade	Job Grade 9 (Permanent)
Vacancy No	31 of 2016/17		
Department & Unit	Finance, Supply Chain Management		

POSITION OVERVIEW

Reporting to the Senior Manager: Supply Chain Management, the purpose of this role is to ensure that the overall procurement function meets the needs of the organization.

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

- Unit Planning & Organizing
- Managing Unit according to Plans and ensuring delivery of core services
- People-oriented Leadership and Supervision
- Client Services & Collaboration
- Knowledge Management and Innovation

RESPONSIBILITIES

Unit Planning & Organizing

- Provide inputs into drafting annual operations plan which incorporates
- Develop an activity plan for the unit/section based on the operational plan requirements and ensuring the continuation of core services
- Submit inputs into the service units budget as aligned to the units deliverables
- Submit reports as required according to organisational process as inputs to the Operational plans and core services



Managing Unit according to Plans and ensuring delivery of core services:

Purchasing

- Prepare and process requisitions and purchase orders for suppliers.
- Prepare the RFQ documents for approval and assist in evaluation of tenders.
- Monitor compliance with the legislative framework.
- Procure quality goods and service at best possible price.
- Manages the acquisition process effectively by implementing NSFAS's procurement plan and by facilitating and manage the tendering process.
- Ensures that the tendering processes and procedures are followed to the letter.
- Monitors compliance with procurement processes and procedures.
- Ensures staff understand service delivery targets for own section and direct reports.
- Organizes work of direct reports to ensure targets are met and adjusts (through meetings and consultation with fellow managers across NSFAS) in real time to accommodate changes.
- Manages and monitors work standards and quality delivery of procurement staff.
- Report on all processed quotations and tenders.

Record

- Maintain records of goods ordered and received
- Locate vendors or suppliers and interview them to determine product availability and terms of sales
- Provide weekly RFQ update to Business Units

People-oriented Leadership and Supervision

- Allocate and monitor tasks and assignment of direct reports
- Manage the training and development process of the direct reports
- Submit signed contracts to HR during organisations advertised annual cycle.
- Conduct Performance reviews and submit during organisations advertised annual cycle.
- Identify and act on all instances of deviations for organisational policies, guidelines and especially the code of conduct.
- Manage staff IR related matters
- Ensure safe working environment as it relates to OHAS within the department
- Identify and do necessary referrals for instances relating to employee wellbeing

Client Services & Collaboration

- Identify key internal or external stakeholders/clients.
- Manage client expectations with systematic practices and procedures, and implement SLA's
- Prepare for, and attend scheduled meetings relating to client engagement and feedback.

- Implement mechanisms for collaboration and joint decision making in conjunction with the HoSU.

Knowledge Management and Innovation

- Ensures that business documentation are maintained, updated and stored
- Identify areas for improvement and efficiencies

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- A Bachelor's degree or National Diploma in Supply Chain Management / Procurement or Logistics.
- 5 to 8 years' experience of which 3 years must be relevant procurement experience in a SCM Specialist role.
- Working experience with supply chain workflow or a similar system.
- Strong understanding of and a strong commitment to good corporate governance, SCM regulations and laws and other regulatory requirements including the PFMA
- Experience in the Implementation of Supply Chain Management policies and procedures.

Beneficial

- Project Management Experience

Core Competencies:

- Detailed working knowledge of the PPPFA, supply chain regulations from National Treasury and BBBEE
- Solution and deadline orientated with the ability to manage bottlenecks effectively;
- Strong administration skills
- Good analytical skills;
- Strong verbal and written communication skills;
- Planning and Organising

REMUNERATION & BENEFITS

Remuneration Package:

R427 144– R503 138

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 Nokulunga Mtse via email, with the subject Procurement Manager to 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.