



**RE-ADVERTISEMENT (Gauteng, Randburg)**

**Applicants who previously applied for the position are welcome to re-apply**

**FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection related processes.**

| <b>SUMMARY</b>   |   |
|--|---|
| Name of Position   | : <b>SCM Manager</b>                            |
| Closing Date for Applications  | : <b>3 May 2024 @16:00</b>                      |
| Commencement Date for Post   | : As soon as possible                           |
| Total Cost To Company  | : <b>R 992 052,21 p.a (TCTC) Not Negotiable</b> |
| Reference  | : <b>FAS/RECRUITMENT/SCM108</b>                 |
| <b>JOB IDENTIFICATION</b>  |   |
| Department:  | Finance   |
| Reporting Line:  | Chief Financial Officer                         |
| Full-time/Part-time/Contract:  | Permanent                                       |
| <b>PURPOSE OF THE JOB</b>  |   |
| <p>To ensure compliance with PFMA, National Treasury Regulations and other relevant legislation, in managing the procurement of goods and services. The SCM Manager will be responsible for strategic sourcing, procurement, conversion, and logistics management services, by coordinating and collaborating with suppliers, intermediaries, third-party service providers and customers.</p>   |   |
| <b>MAIN ACCOUNTABILITIES</b>   |   |
| <ul style="list-style-type: none"> <li>• Develop and oversee the implementation of the supply chain management system.</li> <li>• Manage SCM staff including performance reviews and agreements.</li> <li>• Ensure effective and efficient processing and reporting of Supply Chain Management.</li> <li>• Advise accurately on all SCM related matters to the CFO.</li> <li>• Develop policies and procedures for coordination of supply chain management with other functional areas in line with applicable legislation.</li> <li>• Establish the bid specification, bid evaluation, and bid adjudication committees, and oversee the proper functioning of the committees including all record keeping and secretariate functions.</li> <li>• Demand: Manage the Demand Management process in accordance with the supply chain management policy and legislative requirements.</li> <li>• Demand: Identify and implement the preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives.</li> <li>• Implement supply chain processes in accordance with legislative prescripts.</li> <li>• Implement preferential procurement and Broad-Base Economic Empowerment.</li> <li>• Execute relevant functions as prescribed by the National Treasury.</li> </ul> |   |



- Liaise with the Office of the Chief Procurement Officer regarding new practises and authorisations as required.
- Design, develop and implement monitoring and evaluation of compliance in line with OCPO.
- Keep up to date with the latest legislative guidelines and updates.
- Proactive management and timeous monthly reporting of supply chain management activities as well as quarterly report against the procurement plan
- Report to National Treasury in accordance with the legislative guidelines.
- Quarterly report on cost containment measure where applicable
- Strategic monthly and quarterly reports to the CFO
- Maintaining of the deviation, variation, irregular fruitless and wasteful registers.
- Implement proper contract management including accurately maintaining the contract register which includes timeous communication with service providers.
- Develop and maintain irregular , fruitless and wasteful register and ensure proper process on condonation and/or write off.
- Identify and communicate to management the sources of possible risk, threats and loopholes.
- Liaise with Auditors and manage audit process, while ensuring that all recommendations from Auditors are adequately addressed.
- Identify and mitigate financial risks.
- Respond to request for information to auditors within a two-day turnaround time.
- General office administration
- Manage and implement the procurement process of FASSET.
- Cooperate with the finance function on expenditure related issues and ensure budget adherence.
- Develop operational plan for the unit.
- Provide administrative support services to the Bid Specification, Bid Evaluation and Bid Adjudication committees and other relevant evaluation and award structures.
- Research, develop and implement strategic procurement practises so that cost saving, and socio-economic objectives are achieved.
- Advise FASSET to participate in transversal contracting.
- Promote stakeholder relations through effective communication mechanisms.
- Contract management.
- Ensure timeous payments of suppliers.
- Manage all SCM Databases (CSD).
- Provide continuous leadership, supervision, training, and development of divisional staff ensuring an effective and motivated team.
- Performs related work as required.
- Perform any other duties as assigned by the CFO and CEO.
- Present bi-annual workshops to FASSET managers and related staff on SCM best practices.
- Ensure knowledge transfer and capacity building of SCM staff.
- Manage the performance of staff assigned to the department.
- Liaise with the HR division in conducting performance appraisals and ensure competency and training gaps are addressed.



| REQUIRED QUALIFICATION        |  |
|-------------------------------|--|
| Qualification                 | <ul style="list-style-type: none"> <li>• A Degree/B-Tech in Supply Chain Management/Accounting/Finance/Business Management or relevant and equivalent qualification at NQF Level 7</li> <li>• A Post Graduate Degree is an added advantage.</li> </ul>   |
| REQUIRED EXPERIENCE           |  |
| Essential:                    | <ul style="list-style-type: none"> <li>• 7 year's experience in SCM environment.</li> <li>• 5 years in middle management/supervisory level is essential, in an organization implementing PFMA and National Treasury Regulations.</li> </ul>  |
| COMPETENCIES REQUIRED         |  |
| Critical                      | <ul style="list-style-type: none"> <li>• Interpersonal Skills and stakeholders' management.</li> <li>• Cross departmental query resolution.</li> <li>• Strong written and verbal communication skills in English.</li> </ul>   |
| KNOWLEDGE AND SKILLS REQUIRED |  |
| Essential                     | <ul style="list-style-type: none"> <li>• PFMA; National Treasury Regulations; BBBEEE; PPPFA and other related legislations.</li> <li>• Strong time management and organizational skills.</li> <li>• Adaptability and flexibility.</li> <li>• Comfortable working in fast-paced environment.</li> <li>• Computer literacy.</li> </ul> |

**Date of commencement of position**

FASSET requires applications for a permanent **SCM Manager** to join existing team as soon as possible.

**SALARY**

The salary to be offered for this position is **R 992 052,21 p.a (TCTC) Not Negotiable**

**ASSESSMENT**


Applicants may be required to undergo a competency assessment.

**CONTACT DETAILS**

Submit your full curriculum vitae (with 3 references), copies of your matric, qualifications including academic records, and copy of ID by no later than **3 May 2024 @16:00** to: [scm108@fasset.org.za](mailto:scm108@fasset.org.za) quoting the reference as the subject line: **NB FAS/RECRUITMENT/SCM108**

For any inquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at **087 562 8217**. Should you not hear from FASSET within 6 weeks of the closing date, kindly consider your application unsuccessful. Communication is limited to shortlisted candidates only.



 ***FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”***