



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Ehlanzeni TVET College**

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

**SUPPLY CHAIN MANAGER**  
**SALARY LEVEL: R356289-R419679 (SL9)**  
**CENTRAL OFFICE**  
**REF NO: EHL 10/2019**

### **JOB PURPOSE**

To establish and maintain effective and efficient supply chain management systems within the college.

### **KEY PERFORMANCE AREAS**

**Demand Management:** Manage the identification of procurement needs. Manage the creation and maintenance of the supplier data base. Oversee college procurement procedures. Prepare and attend to audit queries. Attend to all queries.

**Acquisition management:** Provide support and advice on Supply Chain Management policies and procedures. Manage the college bid administration. Participate in the bid adjudication committee. Manage the completeness and accuracy of awarding of tenders. Report within fifteen days of the end of each month to the Chief Financial Officer on any approvals above the amount of R300 000 to R500 000 given during that month. Contract service providers and maintain the relationship. Attend to audit queries. Manage the drafting of contracts for appointed service providers. Manage the performance evaluation of contractors/service providers against the stipulations in the relevant contract or service level agreement. Ensure prompt processing of renewals and amendments of contracts.

**Logistic Management:** Approve purchase requisitions. Manage outstanding commitments. Extract reports on the status of procurement activities and report. Manage the processing of procurement orders and payments. Manage the capturing of supplier database. Manage the distribution of procured goods. Prepare for audit. Attend to all queries.

**Disposal Management:** Manage the colleges asset and stock disposal

**BMS Maintenance and training:** Manage the procurement management sub system. Make sure that users are trained and supported. Attend to all queries. Prepare for audit.

**Unit Management:** Formulate job profiles for all posts within the unit. Conduct meetings with internal staff, plan and assign work within the unit. Manage the unit's budget. Compile the annual operational plan. Conduct performance appraisal with unit staff, arrange and monitor individual development.

## **REQUIREMENTS**

- Recognized three year Diploma in Supply Chain Management or equivalent
- 5 years working experience in the construction industry or in supply chain management
- Valid Code B Driver's license
- Broad knowledge relating to the construction and renovation of new and existing structures
- Extensive knowledge and experience relating to the acquisition process and the compilation of tender specifications and adjudication of bids

### **Intimate knowledge of:**

- The college's regulatory and legislative framework
- Financial planning, management accounting and supply chain management principles, methodologies and procedures
- Public sector financial management reporting requirements
- The BMS or DB2000 system
- Proven computer literacy including advanced MS word, Excel and PowerPoint
- Proven budgetary management skills, specifically related to projects

## **PLEASE NOTE THE FOLLOWING:**

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be

subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**ENQUIRIES:** Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

**CLOSING DATE: 23 April 2019 at 16:00**