**JOB PROFILE**

1. **JOB DETAILS**

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| **Job Title** | Assistant Manager: Supply Chain | **Job Grade** | C4 |
| **Discipline** | Supply Chain | **Sub-Discipline** | Finance |
| **Employment Status** | Permanent | **Location** | Head Office: Eco Park, Centurion |
| **Catalogue Code** |  |  |  |
| **Date last reviewed** | 10 September 2018 | **Author** | J Steyn |

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| **1.1 Career Path** |  | |
| **Job Title** | **Future Jobs** | |
| Assistant Manager: Supply Chain | Manager: Supply Chain | Chief Financial Officer |

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| **1.2 Organogram** |  |
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1. **OUTPUT PROFILE**

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| **2.1 Purpose** |
| To run the supervisory role for the reporting procurement officers. To ensure the effective and efficient running of the Supply Chain Unit. |

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| **2.2** | **Problem Solving** | Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline | |
| **2.3** | **Planning Cycle** | Medium term (6 months - 1 year) | |
| **2.4** | **Impact of decision making** | 1 – 3 months | |
| **2.5 Influence** | | |  |
| **Who is the position required to influence?** | | | **Tick the applicable box** |
| Not expected to influence practices | | | X |
| Is expected to come up with suggestions on improved practices | | | Yes |
| Influences or changes specific administrative or operational practices in a team, business unit or division | | | Yes |
| Influences or changes specific administrative or operational practices affecting more than one division | | | X |
| Influences or changes broad practices or policies affecting a whole division or business unit | | | Yes |
| Is required to convey information to others outside of own work area but inside organisation | | | Yes |
| Is required to convey information to others outside of own organisation | | | Yes |
| Is required to persuade individuals inside the organisation | | | Yes |
| Is required to persuade individuals outside of the organisation | | | Yes |
| Is required to negotiate with individuals inside the organisation | | | Yes |
| Is required to negotiate with individuals outside of the organisation | | | Yes |

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| **2.6** | **Reports** |  |
|  | Allocation | None |
|  | Coordination | 1 - 5 |
|  | Supervision | yes |
|  | Direct Management | None |
|  | Leadership through others | yes |

| **2.7 Communication** |  |  |
| --- | --- | --- |
| **Type of communication** | **Employee needs to understand** | **Employee needs to carry out** |
| Detailed technical and/or functional instructions or queries | Yes | Yes |
| Written company policy documents | Yes | Yes |
| Current legislation affecting the job holder's area of responsibility | Yes | Yes |
| Case law and legal findings affecting the job holder's area of responsibility | X | X |
| Articles and research affecting the job holder's area of responsibility | Yes | Yes |
| Complex research findings published in scientific journals | X | X |
| Program, system or design specifications | Yes | No |
| Factual reports on aspects of the business | Yes | Yes |
| In depth technical reports, proposals or project briefs affecting one or more business units | Yes | Yes |
| Routine communication in connection with instructions, requests or normal work tasks | Yes | Yes |
| Communication around escalated or difficult queries with customers or clients | Yes | Yes |
| Communication requiring a high level of diplomacy and sensitivity | Yes | Yes |
| Basic explanation of products or services to customers or clients | Yes | Yes |
| Detailed technical explanation of products, services or systems to internal or external customers or clients | Yes | Yes |
| Detailed verbal or written instructions or requests to employees or contractors | Yes | Yes |
| Detailed e-mail, fax or mail correspondence | Yes | Yes |

| **2.8 Job Outputs** | |
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| **Key Performance Area and Weighting** | **Performance Outputs** |
| 1. SCM management  35% | Ensure compliance to supply chain policies and treasury  regulations |
| Ensure that policies are aligned to treasury practice notes and  instructions |
| Ensure response times are met |
| Ensure that procurement is linked to the strategic plan |
| Assist in the compilation of monthly reports, quarterly reports,  annual reports |
| Compile ad hoc reports upon request |
| Assist in providing information for audit requirements |
| Ensure compliance to procurement policies and processes |
| Verify all requisitions received |
| Approve all purchase orders |
| Oversee the preparation of weekly procurement statistics |
| Compile procurement recordings |
| Submit procurement reports on a monthly basis |
| Identify and recommend solutions to mitigate any risks in SCM |
| Perform SCM advisory services on behalf of Manager SCM |
| Act in absence of SCM manager |
|  | Determine threshold to determine procurement process to be  followed e.g. payments under R1000 do not need 3 quotations |
| If request is over R500,000 perform tender process |
| Receive procurement requirements from departments |
| Receive request from user department |
| Assist in performing needs analysis |
| Ensure that requests are in budget/strategic plan |
| Ensure procurement requisition is signed by relevant authorisation |
| Ensure correct approvals have been received |
| Convert requisition to purchase order |
| Send purchase order to creditors, supported by invoice, quotation and other relevant supporting  documents |
| 3.Tender management  20% | Assist in compiling specifications from user department (terms of reference) |
| Prepare standard bid documents including advert, terms of reference and information required  for tender |
| Conduct briefing sessions, and clarification sessions to inform the  audience of requirements |
|  | Invite people from institute to witness official opening of tender |
|  | Send invitation to members of procurement committee to come  and evaluate the bids |
| Source independent experts from outside when necessary |
| Source independent evaluation when required |
| Peruse the report and documents from the expert |
| Attend presentation to assist in ensuring that the best service  provider is chosen |
| Act as secretariat to Bid Committee |
| Compile minutes at all Bid Committee meetings and distribute as  required |
| Ensure proper document management system for all tender  documents |
|  | Perform reference checking |
| Perform due diligence before enlisting a service provider to  ensure that they are not black listed |
| Ensure that new service providers have not provided poor service  by phoning past clients of service provider |
| Engage service provider by providing SLA |
| Ensure that service providers perform as per SLA |
| Follow up to ensure user department is satisfied with the service  provider |
| Assist in addressing any issues with service provider to ensure smooth service delivery |
| Include user department and legal departments in meetings to  address SLA non-compliance issues |
| Maintain and update service provider database on an ongoing  basis |
| Ensure that suppliers are rotated on a regular basis |
| Remove suppliers from database when necessary |
| Inform treasury department to black list service provider |
| Respond to complaints from service providers |
| 5. Disposal management  5% | Perform asset valuation with Asset Disposal Committee, consisting of Asset Officers, twice a year |
|  | Receive report from asset officer when a disposal is necessary |
| Invite Asset Disposal Committee to double check that the report is a true reflection |
| Submit draft written request for disposal to Manager SCM |
| Ensure that policy is followed regarding disposal |
|  | Coordinate the resale or donation of assets when possible |
| 6. Staff management | Ensure that sufficient staff are available and  properly trained |
|  | Assist in the preparation of performance management contracts on an annual basis |
|  | Assist in the review of performance management contracts on a quarterly basis |
|  | Provide coaching, mentoring and guidance to staff |
|  | Identify any training requirements in staff and ensure that these requirements are met |
|  | Guide staff in career development |
|  | Address any disciplinary issues and escalate to Manager SCM if necessary |
|  | Create succession plans for direct reporting staff |
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1. **REQUIREMENTS PROFILE**

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| **3.1 Qualifications** |  |  |  |
| **Type** | **Area** | **NQF Level** | **Importance** |
| Grade 12 |  | 4 | Essential |
| Diploma | Supply Chain Management or Procurement | 6 | Essential |
| Bachelor Degree | Supply Chain Management or Procurement | 7 | Preferred |

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| **3.2 Professional Status** |  |
| **Accreditations** | Not Applicable |
| **Registrations** | Not Applicable |
| **Legal Appointments** | Not Applicable |
| **Memberships** | Not Applicable |

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| **3.3 Experience** |  |  |  |  |
| **Process/Place/Area** | **Involvement** | **Period** |  | **Importance** |
| 4 years directly as support to a Director (Senior Manager) | Operational and Tactical | 4 years | Essential |  |

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| **3.4** | **Skill level** | Professional, Analytical and problem solving |
| **3.5** | **Job training/ familiarisation time** | Up to three months |

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| **3.6 Competencies** | |  |
| **Type** | **Description** | **Proficiency Level** |
| **Drivers Licenses** | Code EB; Motor vehicle licence | Essential |
| **Computer Literacy** | MS Office  CRM Software | Intermediate/Advanced |
| **Behavioural Competencies** | Attention to detail/accuracy |  |
| Judgement/discernment |  |
| Honesty and Integrity |  |
| Professionalism |  |
| Follow through |  |
| Discretion |  |
| Teamwork |  |
| Organizational/business awareness |  |
| Planning and Organizing |  |
| **Functional / Technical Competencies** | Business Acumen |  |
| Presentation |  |
| Report writing |  |
| Statistical analysis |  |
| Research |  |
| Communication |  |
| Business Writing |  |
| Administration and Document Management |  |

1. **APPROVAL**

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|  | **Name** | **Signature** | **Date** |
| Grading Committee  Representative |  |  |  |

**FPB VALUES**

The FPB embraces the Batho Pele (People First) principles of government as the core values of the organization. These are to be observed at all times and demonstrated by all employees in all their engagements with both internal and external stakeholders. The above principles are key determinants that are meant to enable effectiveness. The strategy will promote the following values:

1. Accountability
2. Human Dignity
3. Social Justice
4. Integrity
5. Professionalism
6. Innovation

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|  | **Name** | **Signature** | **Date** |
| Employee |  |  |  |
| Unit Manager |  |  |  |

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.