



JOB ADVERTISEMENT (Randburg, Gauteng)

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.

SUMMARY	
Name of Position	: Supply Chain Management Specialist
Closing Date for Applications	: 9 February 2024 @16:00
Commencement Date for Post	: As soon as possible
Salary Offer	: R 640 734, p. a (TCTC) Not Negotiable
Reference	: FAS/RECRUITMENT/SCM1/2024
JOB IDENTIFICATION	
Department:	Finance
Reporting Line:	Supply Chain Manager
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To ensure compliance with PFMA, National Treasury Regulations and other relevant legislation in the procurement of goods and services. The SCM Specialist 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.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Coordinate the implementation of the supply chain management system. • Supervise staff including performance reviews and agreements. • Ensure effective and efficient processing and reporting of Supply Chain Management. • Advise accurately on all SCM related matters to the SCM Manager. • Coordinate the development of policies and procedures for coordination of supply chain management with other functional areas in line with applicable legislation. • Coordinate the bid specification, bid evaluation, and bid adjudication committees, and ensure the proper functioning of the committees including all record keeping and secretariate functions. • Coordinate the Demand Management process in accordance with the supply chain management policy and legislative requirements. • Identify and implement the preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives. • Implement supply chain processes in accordance with legislative prescripts. • Implement preferential procurement and Broad-Base Economic Empowerment. • Execute relevant functions as prescribed by the National Treasury. 	



- Liaise with the Office of the Chief Procurement Officer regarding new practices and authorisations as required.
- Coordinate 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
- Compile 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.
- 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.
- Ensure efficient SCM administration at all times.
- Cooperate with the finance function on expenditure related issues and ensure budget adherence.
- Coordinate the development of an 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.
- Coordinate efficient Contract management activities.
- Ensure timeous payments of suppliers.
- Coordinate all SCM Databases (CSD).
- Provide continuous 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 SCM Manager and CFO.
- 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

- Degree/B-Tech in Supply Chain Management/ Purchasing Management/Logistics/Finance or relevant qualification
- A Post Graduate Degree is an added advantage



REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none"> • 3 years' experience in an SCM environment implementing PFMA and National Treasury Regulations. • A minimum of 6 months supervisory experience of interns, learners and administrators within SCM environment. • Professional Body registration an added advantage
COMPETENCIES REQUIRED	
Critical	<ul style="list-style-type: none"> • Interpersonal Skills and stakeholders' management. • Cross departmental query resolution. • Strong written and verbal communication skills in English.
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> • PFMA; National Treasury Regulations; BBBEEE; PPPFA and other related legislations. • Strong time management and organizational skills. • Adaptability and flexibility. • Comfortable working in fast-paced environment. • Computer literacy.

Date of commencement of position

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

SALARY

The salary to be offered for this position is **R 640 734, 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 certificate, qualifications including copy of ID by no later than **9 February 2024** to: SCM12024@fasset.org.za quoting the reference in the subject line: **NB FAS/RECRUITMENT/SCM1/2024**. For any inquiries regarding applications kindly contact: Mr Karabo Dikgore, Human Resources Department at **087 562 8217** 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."