



INTERNAL ADVERT WITHIN CEF GROUP

POSITION : **MANAGER: SUPPLY CHAIN MANAGEMENT**
DEPARTMENT : **FINANCE – SUPPLY CHAIN MANAGEMENT**
LOCATION : **HEAD OFFICE MIDRAND, & VLAKFONTEIN MINE**
TYPE OF EMPLOYMENT : **12 MONTH FIXED TERM CONTRACT**

JOB PURPOSE

To ensure the development and implementation of the SCM strategy and provision of strategic leadership management to the Supply Chain Management Department for Head office and Vlakfontein Mine. To oversee and provide an effective and efficient procurement and provisioning system that is open fair and equitable.

REQUIRED QUALIFICATIONS AND EXPERIENCE

A minimum qualification of Bachelor's Degree in Supply Chain Management / Logistics / Procurement or Related Degree.

Ideal Qualification will be a relevant Post Graduate qualification in Supply Chain Management or Logistics.

A minimum of 10 Years Experience within Supply Chain Management
Experience within the mining sector will be an added advantage.

REQUIRED COMPETENCIES, KNOWLEDGE AND SKILLS:

The incumbent must have extensive knowledge of contract management , PFMA, National treasury requirements, and the built environment legislative framework.

Project management, problem-solving, decision-making, and strategic management should be the strengths of those aspiring for this appointment.

Characteristics of a transformational leader with strong leadership skills, a clear vision, and focused action would position the candidate favourably. Knowledge of public sector legislation, Public Finance Management Act and Treasury Regulations preferred.

RESPONSIBILITIES

Strategic Management:

Design and implement the SCM operational plan (linked to Financial Operational Plan)

Achieve 80% of SCM operational plan targets set

Design and manage the implementation of SCM tools, policies and SOP's

Conduct procurement needs assessment and develop annual procurement plan in consultation with users and submit as per statutory requirements

Procurement Management:

Oversee the management of the procurement of goods and services

Oversee the management of the panel of experts

Ensure timeous procurement of goods and services

Establish systems to track progress of procurement requested

Manage the process of drafting specifications for identified projects

Oversee the management of the purchase order process (incl Open PO's).

Actively manage the bid committees and ensure that support is adequately provided to each bid committee

Ensure that contracts are signed before service providers render services:

Ensure that SLA's are signed before services are rendered.

Facilitate disputes with suppliers and SCM and / or Project Managers

Provision of ad-hoc and monthly reports to the CFO on SCM activities.

Actively manage the monitoring and measuring of supplier performance in line with SLA and contracts

Establish vendor management processes to ensure the procurement of products and services from vendors at the best prices and quality (negotiate optimal contract terms)

Ensure that supplier performance forms are completed for major service providers, and when tenders expire

Ensure that procurement transactions are in line with applicable prescripts

Governance and Risk Management:

Oversee annual SCM risk assessment

Develop SCM risk response plan.

Monitor risk response plan.

Regular self-auditing and reviews of supply chain processes and transactions.

Oversee the compliance to SCM and procurement processes

Ensure compliance with regulations and legislation e.g. PFMA and other SCM prescripts

Maintain Irregular, Fruitless and Wasteful Expenditure registers

Identification of Irregular, Fruitless and Wasteful Expenditure

Investigation and reporting of Irregular, Fruitless and Wasteful Expenditure

People Management:

Provide leadership and guidance to the SCM team
Provide support, guidance and advise to the internal and external SCM stakeholders
Actively manage the performance of the SCM team
Institute career growth and development strategies for staff
Effectively respond to staff queries
Ensure optimal use of capacity within the department
Manage and train staff appropriately to ensure optimal performance of the SCM department
Training of end users

CLOSING DATE: 09 APRIL 2024.

Interested applicants should forward their applications to AERecruitment@aemfc.co.za

Applications must be supported by a motivational/application letter, comprehensive curriculum vitae, certified copies of qualifications and identity document.

Applicants **MUST** indicate the position that they are applying for in the subject of the email. Applications which do not comply with the above-mentioned requirements, as well as those received late, will not be considered.

AEMFC reserves the right to do vetting of references, credentials, criminal record (where applicable) and work experience of any candidate. **ONLY** candidates with the qualifying criteria will have an opportunity to be screened and shortlisted for the process.

Correspondence will only be limited to shortlisted candidates.

In order to consider any application for employment, AEMFC will have to process your personal information. The documents will solely be used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA), provides that when one processes another's personal information such collection, retention, dissemination, and use of that person's information must be done in a lawful and transparent manner.