

JOB DESCRIPTION

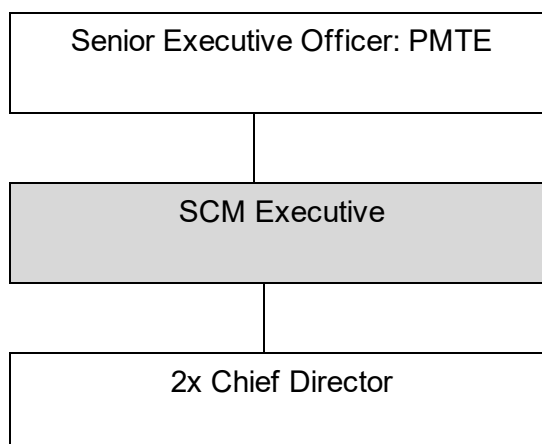
NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Name:

A. JOB INFORMATION SUMMARY (Information about the job)

Post	Supply Chain Executive
CORE	7. Management and General Support Personnel
Occupational category	Professionals and Managers: C6010200 Senior Management
Post Level	15
Location	Head Office
Component	Supply Chain Management
Post reports to	Senior Executive Officer: PMTE

POSITION ON THE ORGANOGRAM



B. **JOB PURPOSE** (Brief statement outlining the overall purpose/reason for the existence of the post)

To oversee Supply Chain Management functions of the Department and to ensure compliance to Public Finance Management Act and Treasury Regulations.

C. **MAIN OBJECTIVES OF THE POST** (These are main goals to be achieved, number of KPAs should not be less than 4 and not more than 6 with a weight allocation of 10% minimum and 30% maximum. The total weight of all KPAs should amount to 100%)

KEY PERFORMANCE AREA (KPA)	WEIGHT
Provide strategic leadership in the development, implementation and maintenance of SCM policies, norm & standards, directives and guidelines -: • Undertake research on latest SCM management trends. • Collate all relevant information and infuse them in SCM strategic policy. • Source SCM policies, guidelines and directives from the National Treasury. • Advise and monitor the implementation of National Treasury policies and guidelines. • Evaluate and monitor compliance to Medium Term Expenditure Framework. • Ensure that the department's strategic objectives are aligned to regulations. • Undertake the effective monitoring and evaluation of department's SCM policies.	25%

Oversee the development, management, implementation, and account for the system of demand and acquisition of goods; services and works related to infrastructure/construction, property and facilities management as well as contract management:- • Oversee the demand management services. • Manage and control the acquisition of goods & services, infrastructure, property and facilities management • Oversee and manage contract management systems including the strategic management of supplier relationships.	30%
Oversee the development, management, implementation and account for the system of Logistics, Movable Assets, Monitoring, Performance, Risk Management and Reporting.-: • Implement and oversee an efficient and logistics function that are compliant with policies, procedures and applicable legislation. • Oversee the development, management and the implementation of the movable asset management plan as well as the disposal plan. • Oversee the implementation of a SCM performance monitoring system, risk management and reporting.	30%
Manage the Branch:- • Manage the development and implementation good corporate governance practices. • Plan, organise and control activities pertaining to the functions of the branch. • Manage all the resources allocated to the unit. • Develop and manage the operational plan of the Branch and report on progress as required. • Manage performance and development of employees. • Establish, implement and maintain efficient and effective communication arrangements. • Compile and submit all required administrative reports. • Quality control of work delivered by employees. • Manage and monitor the budget and expenditures for the Branch.	15%
TOTAL	100%

D. STAKEHOLDERS / CLIENTS

Stakeholder / Client	Key requirements
Minister, Cabinet and Director General-	• Advise the Minister and Director General on supply chain management related policies.
Internal Components	• Ensure that all components subscribe to all Supply Chain Management Frameworks during procurement processes.

External stakeholders, public and professional bodies/institutions	• Manage the flow of information between the Department and stakeholders
Auditor General, National Treasury and Department of Public Service and Administration-	• Ensure the implementation of good cooperate governance within the Department. • Ensure that all directives and policies developed are aligned to DPSA guidelines.

E. COMPETENCY PROFILE

KNOWLEDGE	• Strategic Planning • Strategic Knowledge Management • Business analyses and risk management • Change management and organisational development • Extensive knowledge of department strategic objective • In-depth knowledge of government protocol processes • Development and implementation of strategies • Public Finance Management Act • Supply Chain Management • Financial and budget administration processes and systems • Public Service Regulations • Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates) • Government Budget Systems and procedures • Government Financial Systems (PERSAL, PMIS, WCS, LOGIS and BAS)
SKILLS	• Executive management skills • Sound analytical and problem identification and solving skills • Language proficiency • Advanced report writing • Organising and planning • Computer utilisation • Policy formulation • Negotiation skills • Advanced communication (verbal and written) • Advanced interpersonal and diplomacy skills • Time management • Decision making skills • Conflict management • Motivational skills • Programme and management skills
PERSONAL ATTRIBUTES	• Innovative • Resourceful

	• Ability to work effectively and efficiently under sustained pressure • Ability to meet tight deadlines whilst delivering excellent results • People orientated • Trustworthy • Assertive • Ability to work independently • Team player
LEARNING INDICATORS	• Post-Graduate qualification in Supply Chain Management. • Minimum 8 years' experience in supply chain at senior management level.
OTHER	• Willing to adapt work schedule in accordance with professional requirements.

F. REQUIREMENTS FOR PROMOTION OR PROGRESSION TO THE NEXT SALARY RANGE

- Meeting the requirements of the post at a higher level.

G. JOB DESCRIPTION AGREEMENT

We the undersigned, agree that the content of the completed Job Description gives an accurate outline and picture of the job-

Compiled by Supervisor	<u>Supervisor's name</u>
	<u>Signature</u>
Rank	
Date	
Accepted by jobholder	<u>Jobholder's name</u>
	<u>Signature</u>

Date	
Job description review date	
Approved by Organisational Development	

Additional comments, eg proposed time of revision of this job description or special comments.

Atleast once in every 60 months, the job description may be reviewed to ensure it remains relevant.
