



City of Johannesburg
Pikitup

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VACANCY: GENERAL MANAGER SUPPLY CHAIN MANAGEMENT

Date of the advert: 23 June 2023

Closing Date for application: 07 July 2023

Position : General Manager: Supply Chain Management
Department : Finance
Location : Head Office
Level : Task Level 19 /E1
Reporting : Chief Financial Officer

The purpose:

The purpose of this role is to strategise, implement and manage supply chain management (SCM) within Pikitup. To make procurement decisions to the value threshold; expenditure decisions within budget and staffing decisions within company policy parameters. To change procedures or methods within SCM without approval and to initiate policy changes for Board approval.

Key Responsibilities:

- ✓ Develop the SCM policy in line with current national benchmarks.
- ✓ Prepare and present the SCM unit business plan and associated budget for approval.
- ✓ Evaluate performance against business plan and budget monthly.
- ✓ Prepare and submit monthly performance feedback reports within deadline.
- ✓ Render the secretariat function for the various SCM committees.
- ✓ Oversee the bid process in terms of administration, coordination and committee decision making to ensure effective procurement on time and at the best possible price.
- ✓ Provide advice to the bid committees, the executives and the Managing Director.
- ✓ Formulate the acquisition management plan to support the business plan.
- ✓ Manage the strategic and operational sourcing process.
- ✓ Manage commodity inventory levels to prevent stock outs/ overstocking.
- ✓ Assess, finalise and present all tender evaluation reports to the Bid Adjudication Committee.
- ✓ Develop BEE and SMME suppliers in line with empowerment strategy.
- ✓ Develop, implement and monitor the Expanded Public Works Programme (EPWP) in line with strategy.
- ✓ Oversee the database of accredited suppliers' information.

- ✓ Maintain high-level BEE/SMME stakeholder relationships.
- ✓ Perform regular risk assessments, communicate results appropriately and ensure that strategies are in place to mitigate such risks timeously.
- ✓ Develop a risk strategy and profile.
- ✓ Ensure that asset management systems and plans are in place and monitored.
- ✓ Manage stores effectively to store stock securely, ensure the rotation of stock, ensure obsolescence and shrinkage are kept to a minimum as well as accurate accounting for stock holding.
- ✓ Ensure disposal management planning and execution.
- ✓ Ensure smooth coordination of all SCM functions as well as end-user satisfaction.
- ✓ Supervision and development of staff.

Minimum Requirements

Minimum Qualifications

- ✓ B Com degree / Business degree or relevant qualification (NQF level7).

Minimum Experience

- ✓ 8-years' experience in supply chain Management with 5 years managerial experience.
- ✓ Exposure to the Municipal Finance Management Act and Preferential Procurement Policy Framework Act

Preferences/Advantages

- ✓ A relevant postgraduate qualification, will be an added advantage.

Required Competencies

Knowledge

- ✓ Knowledge of relevant company procedures
- ✓ Knowledge and understanding of relevant legislation (such as MFMA and PPPFA)

Skills

- ✓ Strategy Development, Planning and Reporting
- ✓ Customer service skills
- ✓ Strong managerial skills
- ✓ Computer Literacy
- ✓ Data analysis and reporting
- ✓ Effective verbal and written communication skills.

Behaviours

- ✓ Integrity
- ✓ Analysis and problem solving
- ✓ Judgement and decision making
- ✓ Strategic thinking

- ✓ Building a vision
- ✓ Networking
- ✓ Organising and prioritising
- ✓ Attention to detail.

Particulars of advertiser:

Interested **applicants** must submit a comprehensive CV together with certified copies of identity document and qualifications to recruit092023@pikitup.co.za by no later than the **07 July 2023**. No late applications will be considered. Please ensure that the correct position is inserted in subject line of email. For enquiries contact **Shirley Tjiane 087 357 1086**

- Please quote the above position name on all correspondence relating to this circular/ advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).**