Supply Chain Management Specialist (WB06/2019)

**Salary:**  
R536 782.00 per annum (Total cost to company).

**Centre:**  
Pretoria

**Requirements:**

- An appropriate 3 year Bachelor’s Degree/National Diploma in Logistics/ Supply Chain Management or equivalent relevant qualification;

- A minimum of three years’ experience in Supply Chain Management. A relevant post graduate qualification will be an added advantage, good understanding of Supply Chains Management procedures;

- Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE;

- Knowledge of Database system, Demand Management, acquisition and business practices;

- Ability to maintain Database management systems and controls, Ability to develop, interpret and apply policies, strategies and legislation;

- Ability to control and administer database of the Bureau. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

**Duties:**

- Facilitate the implementation of the Bureau Procurement Plans; Oversee correct identification and development of sourcing strategies in line with SCM in order ensure economies of scale; Assess and verify the demand management plan; Administer an effective and Efficient Demand Management;
Applications must be directed to: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

Application must be submitted on a signed Z83 application form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver's License (if stated as a requirement) in order to be considered.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

The Waste Bureau is an equal opportunity, affirmative action employer.

Correspondence will be limited to successful candidates only.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.

All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Bureau.

Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

The Waste Bureau reserves the right not to make an appointment.

No e-mailed, copies of certified copies, faxed, certified copies older than 3 months or late applications will be considered.

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

Enquiries: Mr M Nemutshili (012) 399 8834

For attention: Mr Given Nkosi / Mr Nhlanhla Chauke

Closing Date: 02 August 2019

- Ensure the consolidation of the procurement plans into Demand Management plan in line with strategic plan of the Bureau;
- Implement Bid Specifications administration, Serve as a technical advisor in the BSC meetings;
- Manage administration of Central Supplier Database; Monitor and review chief user’s activities on the service provider database; Ensure that BEE certificates are properly verified by SANAS accredited agencies;
- Ensuring the validation of tax Clearance Certificate with SARS; Maintain the Database’s User profiles; Ensuring the validation of tax Clearance Certificate with SARS;
- Provide training and Database awareness to the Chief Users. Administer the maintenance and updating of assets register, maintain of official notebooks, authorise all transactions on Logis, Conduct asset verification and quarterly spot checks, assist with disposal of assets.