



NATIONAL CONSUMER COMMISSION

a member of the dtic group

ADVERTISEMENT OF THE PERMANENT POSITION

Job Reference : NCC02/1/2024
Postision : **MANAGER: SUPPLY CHAIN MANAGEMENT**
Total Cost to Employer : **R849 702.00 PER ANNUM**
Centre : **Pretoria, Groenkloof**

Purpose of the job

To develop and manage, policies for the implementation and monitoring of Supply Chain Management Services

Key Responsibilities

<p>.1. Develop and manage the implementation of Supply Chain Management policies for the NCC 1.1 Develop, manage and implement policies, protocols, norms and standards for SCM 1.2 Implement best practices, and conduct impact assessments and benchmarks. 1.3 Implement policy, procedural and strategic inputs for division on the basis of the information and advice requirements</p>
<p>2. Manage the procurement processes within the NCC 2.1 Give guidance to all divisions regarding the procurement of goods and services 2.2 Procure goods and services in accordance with the SCM framework (Tenders and Request for Quotations). 2.3 Promote Broad Based Black Economic Empowerment procurement procedures 2.4 Ensure payment of goods procured and services rendered within 30 days or as per agreements with suppliers. 2.5 Ensure effective management of central stores 2.6 Monthly and quarterly reporting</p>
<p>3. Manage Tender advertisements and receiving of tender proposals 3.1 Compile tender documents for advertisement in accordance with National Treasury prescripts. 3.2 Advertise tenders for the prescribed period and ensure that any deviation is approved based on regulations 3.3 Publish tender adverts on e-tender portal and/or other media in line with the policy and relevant legislation. 3.4 Manage tender advertisements and publishing of awards on the e-tender portal in line with the requirements of the policy.</p>
<p>4. Facilitate the effective management of tenders 4.1 Facilitate the establishment of the Supply Chain Bid Committees 4.2 Facilitate the meetings of the Bid Committees for the Commission with a view to ensure strict observance of the regulations 4.3 Implement tender award decisions</p>
<p>5. Develop SCM risk profile 5.1 Identify all the risk factors in SCM 5.2 Develop tools to mitigate the risk 5.3 Provide line function managers with tool to guard against risk 5.4 Reporting on risk management</p>

6 Provide monitoring and evaluation mechanisms/tools for the overall performance of the SCM system

6.1 Develop and monitor the implementation of demand management and procurement plans

6.2 Monitor and report on acquisitions

7. Assets and inventory Management

7.1 Record all acquisitions

7.2 Assets and inventory counts

7.3 Assets and Inventory reconciliations

7.4 Monthly updates of the Fixed Assets register

8. Travel Management

8.1. Ensure that all travel arrangements are made in line with the travellers requirements and applicable policies.

8.2 Ensure travel related financial reconciliations are performed.

Minimum Qualifications: : National Diploma/ B Degree in Financial Accounting/SCM/Logistics Management and EB Driver's Licence

Minimum Experience : 3 years SCM Management experience in Private or Public Sector

Minimum Training: Computer Literacy (MS Office Package) and knowledge of Regulatory Framework

Please apply by uploading a detailed Curriculum Vitae through Recruitment platform on the website: <http://thenc.org.za/careers/>.

Do not attach qualifications during your application. Certified copies of qualifications (and matric), certificates, and ID (or other supporting documents) will only be requested from shortlisted candidates who will be invited for interviews.

For enquiries regarding the advertisement post, please contact Mr. Makhuvha at 012 428 7731

Failure to follow the above instructions will lead to the application being disqualified.

The successful candidate will be subjected to personnel suitability checks, criminal record, qualification and employment reference checks

It is the responsibility of the applicants with foreign qualifications to ensure that their qualifications are verified by SAQA
The NCC is committed to Employment Equity practices, preference will be given to members of the underrepresented groups to achieve the objectives of Employment Equity. **(White Males, Indian Females and Coloured Females are encouraged to apply).**

CLOSING DATE EXTENDED TO: 08 NOVEMBER 2024. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.