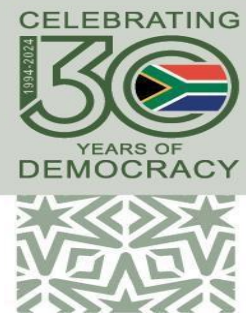




**GAUTENG**  
LEGISLATURE  
Your View — Our Vision



## INTERNAL/EXTERNAL ADVERTISEMENT

### SUPPLY CHAIN MANAGEMENT

<b>REFERENCE #</b>	<b>POSITION</b>	<b>NO. OF VACANCIES AND SALARY PACKAGE</b>
20241011	Procurement manager	One (1) P07 R 1 170 129.00 CTC Per Annum

#### Reporting to: Director Supply Chain Management

**Purpose:** Responsible for the development of Supply Chain Management policies, initiatives, best practice, and strategies for Supply Chain Management, whilst supporting effective business operations and ensuring good corporate governance.

#### KEY PERFORMANCE AREAS

##### **KPA 1: Compliance with sound Financial Management practices within prescribed legislative requirements implemented**

- Ensure there are no repeat findings within the SCM environment
- Request for Information (RFIs) responded to within the agreed time
- Budget and projections monitored, and Expenditure reported on monthly
- Prepares the SCM budget in line with the strategic objectives of the GPL

##### **KPA 2: Enhanced Compliance with all relevant fiduciary requirements and principles of good governance**

- Identify operational and strategic Risk with SCM and submit such to Audit, Risk and Governance
- Main the Operational and Strategic Register and Report monthly and quarterly on the Progress
- Develop and monitor the Audit Action Plan, Implementation and Reporting

##### **KPA 3: Institutional Operation Plan and Annual Performance Plan Implemented**

- IOP and APP Targets achieved on a monthly and quarterly basis
- Inputs to the next Financial Year IOP and APP submitted as per the agreed timelines

#### **KPA 4: Compliance with sound Financial Management practices within prescribed legislative requirements implemented (Demand Management)**

- Integrated Demand Management Plan reviewed and submitted for approval by the 31st of March yearly
- Develop, propose, and implement sourcing strategies, and Policies and related processes and procedures
- Review internal controls to ensure that outputs of the supply chain functions are optimised
- Chair the Specification and Terms of Reference (STOR) Committee
- Liaise with End Users on their needs to conduct market research and advise on appropriate sourcing strategies
- Review IDMP Progress Report and submit for approval as per the timelines
- Conduct spend analysis on goods and service and prepare reports on ways

#### **KPA 5: Compliance with sound Financial Management practices within prescribed legislative requirements implemented (Acquisition Management: Tenders)**

- Review and submit the Procurement Plan for approval by the 31st of March yearly
- Review and approve tender schedules and engage relevant Line Managers on the implementation
- Manage the initiation of bids and successful completion of such processes within the set timeframes and according to the applicable prescripts
- Prepare Progress Reports and communicate such to relevant Programmes (including challenges/delays and proposed catch up plans)
- Review prepared tender documents and advertisement and sign off before publication of such
- Provide administrative support to the Tender Evaluation Committee (TEC) and Legislature Adjudication Committee (LAC)
- Review the Tender Evaluation Committee Reports before being signed off and submitted for consideration by the LAC
- Manage the Contract Management System and establish and maintain the Contract Register (Collaboration with Corporate Legal Advisor)

#### **KPA 6: Compliance with sound Financial Management practices within prescribed legislative requirements implemented (Acquisition Management: Quotations)**

- Develop/Review Reporting Templates for procurement of goods and services such as the Comparative Schedule
- Manage and monitor the implementation of the sourcing strategy
- Review and approve Purchase Orders and Comparative Schedules as per the approved Delegations of Authority
- Conduct Workshops on SCM Policies and processes (Awareness Drive)
- Prepare Analytical Purchase Requisition Report and identify areas of improvement including liaising with the relevant End User for bottlenecks identified
- Manage, monitor and adhere to compliance requirements for the 30-day payment of invoices.

**KPA 7: SCM Related Monthly and Quarterly IOP/APP Reports reviewed, submitted to Director: SCM for approval**

- Review the Procurement Strategy Report (BEE Targets Report) and submit for approval by the Director: SCM as per the agreed timelines
- Review and submit the IDMP Progress Report and submit for approval by the Director: SCM as per the agreed timelines
- Review and submit the Deviation Register and Report and submit for approval by the Director: SCM as per the agreed timelines
- Prepare the UIFW Expenditure Report and submit for review by the Director: SCM as per the agreed timelines
- Prepare the Contract Report and submit for review by the Director: SCM as per the agreed timelines
- Review and submit the Quarterly Revised IDMP and Procurement Plan as per the agreed timelines for review by the Director: SCM

**KPA 8: 100% of identified policies, processes and procedures reviewed as per the approved plan and timelines**

- Review and submit draft revised or developed Bid Committee ToRs; SCM Policy as per the approved Policy Calendar

**KPA 9: Mutually beneficial relationship between GPL, Internal End Users and external stakeholders aimed at deriving Value for the Institution**

- Liaise with all Programmes in respect of procurement behaviour and compliance to SCM Policies and processes
- Present Progress Reports on the implementation of the IDMP at the quarterly Programme Meetings
- Liaise with external stakeholders such as AGSA, Outsourced Internal Audit Service Provider, National Treasury, Other SCM Colleagues at other Legislatures and any other relevant Department where applicable for SCM related matters

**KPA 10: Human Capital**

- Prepare and submit a performance Work Plan with Personal Development Plan to Supervisor as per the signed agreement
- Review and submit direct reports' Performance Work Plan with Personal Development Plan to Director: SCM for approval as per the signed agreement
- Prepare Own Quarterly Performance Reviews and submit to Supervisor as per the signed agreement
- Review and submit direct reports' Quarterly Performance Reviews to Director: SCM for approval as per the signed agreement
- Monitor the IPMS Compliance Report and ensure 100% compliance
- Maintain the Leave Register for all the SCM Team Members and submit the Plan to Director: SCM
- Capture leave and submit sick notes as per the HR Policy
- Identify development areas, develop an intervention plan in collaboration with HR for implementation
- Address labour related matters within the unit and escalate to Labour Relations/Employee Relations where applicable

## **KPA 11: Ad-hoc functions**

- Perform any other function within the unit that may be assigned from time to time including acting capacity in the absence of the Director: SCM

### **Required Competencies**

- Attention to detail, analytical and logical.
- Team player
- Adaptability and flexibility
- Rapport/Networking at all levels
- Problem solving and decision making
- Results orientated and deadline driven
- Assertive
- Strategic thinker
- Integrity, honesty and confidentiality

### **Knowledge Required and Skills**

- Public Procurement Act and related Regulation
- Financial Management of Parliament and Legislature Act (FMPPLA) and related SCM Regulations.
- Exposure to the Public Sector and/or Legislature environment.
- Exposure to Strategic Management and Planning.
- Financial knowledge.
- Exposure to engaging and dealing with Senior Management.
- Ability to multitask and re-prioritise accordingly to adapt to institutional changes.
- Knowledge and understanding of economic indices
- Excellent communication skills (verbal and written)
- Negotiating skills
- Report writing skills
- Analytical
- Problem solving skills
- Good listening skills
- People management skills
- Ability to influence
- Strong organisational skills
- Independent worker.
- Facilitation skills
- Presentation skills

### **Qualifications/Experience Required:**

- Grade 12
- NQF Level 7 Supply Chain Management related qualification (Degree in Logistics or Purchasing or Supply Chain Management).
- Post Graduate Degree or additional qualifications in Supply Chain Management will be an added advantage.

- Minimum of 5 years' experience overall
- Minimum 3 years working experience in Supply Chain
- Minimum 3 years' experience at Supervisor/Management level in Supply Chain Management
- Minimum 2 years public sector or legislative sector

**Closing date for applications: 01 November 2024**

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment. If you do not receive any response from us within six weeks of the closing date, please consider your application as unsuccessful.

**This is a readvertisement. Candidates who have applied before need not reapply for this position.**

To apply for this position, submit your cv to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references) by navigating through the following web address:  
<https://www.gpl.gov.za/careers/>

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**

**Applicants must refer inquiries pertaining to the advertisement to Talent Attraction Specialist on the following email: [Mtshabadira@gpl.gov.za](mailto:Mtshabadira@gpl.gov.za)**