



The following opportunity exist within the Public Protector South Africa

Manager: Supply Chain Management

(Ref: PPSA 01/01/2020)

Location: Head Office, Pretoria

All-inclusive package: R733, 257.00 per annum

Requirements: •Appropriate Bachelor's Degree or National Diploma in Public Admin/Public Finance (Supply Chain Management) , Financial Management, Commerce or Logistics or equivalent qualification •Five (5) years' working experience in the area of Supply Chain Management •Three (3) years' Middle/Junior Management experience • Knowledge of Project Management, PFMA, PPPFA, B-BBEE and Treasury Regulations pertaining to Supply Chain Management and Procurement •Adequate computer literacy •A valid driver's licence •Report writing skills.

Knowledge, skills and competencies: •Sound negotiation, numerical and computer Skills •Excellent communication, facilitation and presentation skills •Diplomacy and good interpersonal relations, planning and organising skills •Problem solving skills •Ability to act independently and in a team.

Key responsibilities and duties: Reporting to the Senior Manager: Supply Chain Management, the preferred candidate will be responsible for the following: •Overseeing all functions of the Supply Chain Management Unit • Assist in developing and improving/updating systems, policies and procedures in respect of Supply Chain Management. •Ensuring compliance with legislative prescripts and regulations. •Liaising with Internal and External Auditors to ensure institutional accountability on Supply Chain Management matters •Managing relationships with strategic suppliers to obtain procurement value and ensuring continuity in the supply of goods and services • Monitoring of all requests submitted through SAP including ad-hoc requests to ensure that they are finalized • Monitoring quotations and approving purchase orders on the SAP System • Monitor processes to enable that invoices are paid within 30 days• •Giving guidance and training on Supply Chain Management requirements •Reporting on the general effectiveness of the implementation of Supply Chain Management •Providing administrative support to Bid Committees and managing the administrative process of acquiring goods and services in the Office •Managing all activities pertaining to requests for proposals and bids •Providing support to the Senior

Manager: Supply Chain Management and the Chief Financial Officer on Supply Chain Management matters •Managing the development of subordinates and their daily responsibilities.

Enquiries: Ms Thabang Maswi, tel. (012) 366 7079

Note: All appointments will be done in terms of the Public Protector Act. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

A successful candidate will have to undergo security clearance, vetting and competency assessments may be conducted.

The office reserves the right not to fill the vacancy. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representatively (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representatively in the Office.

People with Disabilities, Coloured, Indians and Females will be given preference.

Please direct your application, stating the relevant reference number as follows:

Head Office, Pretoria for the attention of Ms Lerato Motlhabi; Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 Lunnon Road Hillcrest Office Park. Hillcrest. Pretoria.

Email applications can be forwarded to Applications@pprotect.org

Closing date: 21 February 2020