



Vacancy

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). Cathsseta has the following position available.

1. Supply Chain Manager Ref: CATHS09/2020 – HEAD OFFICE (3 Months Fixed Term Contract) Salary: R 61,906 to R70,062 cost to company per month

Job Purpose: To formulate and drive a consistent approach towards all sourcing and purchasing within CATHSSETA, ultimately ensuring that value for money is maximized and cost savings are generated adhering to appropriate formalized policies, compliance and procedures across the Supply Chain unit.

Requirements: A Degree / Diploma in Supply Chain Management or equivalent qualification is a minimum requirement. A post graduate qualification in Supply Chain Management or Procurement or equivalent qualification would be an added advantage. 4 - 6 years' experience as a SCM/Procurement manager of which. 3-4 years' have been as purchasing agent or procurement officer. Experience in the implementation, monitoring and evaluation of projects or procurement initiatives. 3 years' experience in a SETA environment is advantageous

Competencies Requirements: The incumbent should demonstrate capabilities related to: Excellent knowledge and understanding in the Public Sector Acts (PFMA, BBBEE codes, Treasury Regulations, PPPFA, etc.) Excellent knowledge and understanding on Policy analysis and interpretation. Excellent knowledge and understanding on Contracts and SLA management. Understanding of GRAP Standards. Knowledge of Logistics and purchasing management. Conversant with market analysis, research tools and techniques

Job Responsibilities: Participate and contribute in the development of strategic and annual plans for CATHSSETA's SCM operations. Improve productivity within the area of responsibility and align SCM business activities with strategic and operational plans of CATHSSETA. Establishing and overseeing the functioning of SCM committees (bid specifications, bid evaluation and bid adjudication committees) and arrange annual training for such committees. Overseeing the development and effective utilisation of a supplier database ensuring that supplier development and procurement strategy is achieved. Obtain a departmental Audit score equal to the target per CATHSSETA's Strategic Plan. Managing the demand and acquisition management processes in an efficient and effective manner. Managing related supplier contracts. Overseeing the timely sourcing through the bid/quotation process. Overseeing the management of logistics requirements of the CATHSSETA. Developing and overseeing the implementation of Supplier and Enterprise Development initiatives to ensure

monitoring and evaluation thereof. Utilising SCM management system for provisioning, procurement, stock control and reporting. Prepare and update Annual Procurement Plans for approval by the accounting authority and submission to National Treasury. Prepare the Annual Costs Containment Plan as required by National Treasury. Develop and manage the SCM operational work plan and ensure implementation thereof by all in the SCM unit. Prepare monthly and quarterly procurement reports to the accounting authority on progress made on SCM targets and organisational procurement profile. Prepare and submit progress reports for submission to DHET and National Treasury. Provide advice and guidance to the organisation on issues of compliance with regulations and SCM guidelines, risks and new developments on SCM space. Undertake regular supplier performance in consultation with user departments to be barred from doing business with the public sector. Implement recommendations from internal stakeholders, internal auditors and the Auditor-General. Perform any all reasonable tasks given by the CFO from time to time. Managing and maintaining the CATHSSETA's asset register Developing and oversee the implementation of the asset's disposal plan. Provide input into the development of the Finance Business Unit budget and manage the allocated funds. Ensure financial sustainability thereby delivering a robust and accurate financial planning and a reporting system that incorporates a balanced procurement budget forecasting and estimates within the area of responsibility. Utilise management information system for monitoring and reporting of procurement awards, expenditures to date, related assets and liabilities. Authorise and drive initiatives aimed at eliminating wastage, improve productivity and reduce operating costs through implementing cost containment measures within the area of responsibility. Develop and maintain applicable SCM policies and procedures to ensure tight fiscal control. Ensure implementation and monitoring of planned SCM operational systems, policies, procedures and internal controls. Ensure that the organisation complies with all SCM legislative requirements including the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, BBBEE codes, PAJA, etc. Respond and track audit findings from internal and external auditors related to SCM unit and advise the CFO, the CEO and the accounting authority on best methods to improve SCM compliance. Manage the annual SCM risk assessment and develop the SCM risk response plan. Develop and review the Supply Chain Management (SCM) systems of internal controls, policies and procedures for optimisation of strong SCM control environment. Ensure that the culture is a positive and constructive. Set performance targets for the department and regularly monitor achievement thereof (performance management). Monitor and provide regular feedback on performance of team. Ensure capacitation and development of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure the CATHSSETA values are embraced by the team and realisation of CATHSSETA vision and mission.

Applications must be accompanied by a signed application form and a detailed CV. Applications can be submitted electronically via e-mail to hrvacancies01@cathsseta.org.za to reach CATHSSETA no later than Tuesday, 18th August 2020. Late applications will not be considered. *Should you not hear from CATHSSETA within one month of the closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*