



**The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:**

**Senior Manager Supply Chain Management**

**Salary: R1 057 326.00 xv R1 245 495.00 (all-inclusive pa)  
(18 months Contract)**

**(Ref. 2021/06)**

**Key Purpose:**

The purpose of the Senior Manager: Supply Chain Management (SCM) position is to manage and provide supply chain and asset management services. The role report in to the Chief Financial Officer:

**Key Performance Areas:**

**Manage the implementation of the Supply Chain Management (SCM) strategy:** • Monitor the implementation of the operation plan for the business unit to support the achievement of the strategic objectives. • Manage, monitor and review the business unit's policies, procedures and processes, in accordance with best practise and legislation • Manage the implementation of an effective short, medium and long term operation strategy for the business unit. • Conduct benchmarks on new development in practises to improve the effectiveness and efficiency of the organisation. • Manage the provision of best practice regarding business unit functions to all stakeholders. • Manage the implementation of a management effectiveness and leadership strategy. • Engage in strategic relationships with relevant stakeholder to serve the interests of the organisation. • Monitor compliance with relevant legislation throughout all business unit functions • Analyse service delivery gaps and challenges and implement remedial action strategies • Manage the quality of service provided to internal and external customers/ clients /shareholders. • Manage the mitigation of identified risks. • Ensure information flow to and alignment with all stakeholders to ensure effective engagement • Conduct trend analyses and forecasting

**Facilitate the procurement of good and services:**

- Develop and monitor the implementation of the Supply Chain Management policy and strategy • Manage the needs analysis and financial planning. • Complete bid documents, receiving, registering and opening of proposals • Manage the database of service providers • Manage the sourcing of suppliers and analysing of quotations
- Monitor SCM risk and performance

**Manage logistics and assets in order to comply with the Public Finance Management Act (PFMA) and other supply chain management regulations:** • Manage stocktaking and account management • Manage the rendering of requisitions, ordering, receipts, and distribution of goods • Manage the rendering of the warehouse management services • Develop and implement an asset disposal strategy and processes.

**Manage the contract management of externally provided services:**

• Review standards and specifics terms and conditions with suppliers • Manage the creation of contracts (services level managements)• Manage contracts pricing and products • Manage delivery against contracts

**People Management**

• Ensure the development and management of employees within the business unit • Implement and maintain a relevant management approach to support effective business unit• Develop and sustain a culture of high performance, professionalism and integrity to support the overall quality of service delivery • Ensure the control of budgeting and expenditure processes in line with strategic objectives and relevant legislation. • Ensure the effective utilization of all other resources (including information security, Assets, infrastructure, etc.) with in business unit. • Ensure employment equity compliance • Facilitate staff productivity and efficiency minimizing absenteeism and turnover figures

**Requirements**

**Qualifications:** • A recognised B Degree or equivalent three- year qualification (NQF Level 7) as recognised by SAQA, preferably in Logistics/ Supply Chain Management/ Finance

**Experience:** • A minimum of eight years demonstrated experience in Supply Chain Management of which five years should be at Middle/ Senior Management Level. • Membership of a professional body in the SCM field will be an added advantage. • Extensive and in depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Policy and Supply Chain Framework. • Knowledge for Code of Conduct for Supply Chain Management Practitioner

**Applications:**

Please forward your applications, CV and certified copies of your qualifications (with two recent referees) to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za)

**Enquiries:** Ms Sharonne Scheepers 083 408 3308

**Closing Date:**

**25 June 2021**

**Note:** Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful. Short-listed candidates must be prepared to consent and be subjected to necessary security vetting.