



<b>JOB TITLE:</b> Supply Chain Manager – INTERNAL and EXTERNAL		<b>SALARY GROUP:</b> Management (109)		<b>LOCATION:</b> Eastern Cape							
<b>DEPARTMENT:</b> Supply Chain		<b>POST NUMBER :</b> TBA		<b>REFERENCE:</b> SCM/HR/REC/30/08/2021							
<b>MISSION:</b> To render effective and efficient supply chain management services to Eastern Cape region.											
<b>OUTPUTS:</b>		<ul style="list-style-type: none"> <li>• Ensure compliance with and implementation of policies and procedures/ ensure service delivery in line with company objectives and other stakeholders.</li> <li>• Ensure reduction of cost of purchasing goods, works and services in line with total cost of ownership principles.</li> <li>• Develop a vibrant, competent and motivated workforce with relevant skills.</li> <li>• Maintain Material availability.</li> <li>• Engineering projects implementation.</li> <li>• Achieve BBBEE Target as set by board.</li> <li>• Strategic sourcing.</li> <li>• Regional custodian of Regional Tender and Procurement.</li> <li>• Implement and maintain an effective system for budget control and spend within allocated budget.</li> <li>• Develop plans to ensure effective procurement support to the region.</li> <li>• Manage Department's service level agreements.</li> <li>• Provide feedback and updates on SCM projects.</li> <li>• Manage human resource (performance, leave, quality of work etc.) in accordance to company policies and procedures.</li> <li>• Provide reports and advise business on emerging risks, trends etc.</li> <li>• Ensure safekeeping of documents and files.</li> <li>• Ensure compliance with Treasury regulations and relevant prescripts and updates.</li> </ul>									
<b>KNOWLEDGE:</b>		<b>SKILLS:</b>		<b>ATTITUDES:</b>		<b>Minimum Requirements:</b>					
<ul style="list-style-type: none"> <li>• In-depth knowledge of contract management</li> <li>• Knowledge of PFMA, PPPFA, Framework on Supply Chain Management, BBBEE and CIDB.</li> <li>• Good understanding of Materials Management procedures.</li> <li>• Project Management</li> <li>• In-depth understanding of Supply Chain Management</li> <li>• Basic finance, financial control governance</li> </ul>		<ul style="list-style-type: none"> <li>• Good computer literacy (MS Professional Suite and Internet)</li> <li>• Problem solving</li> <li>• Excellent communication and negotiation skills</li> <li>• Good interpersonal skills</li> <li>• Problem-solving</li> <li>• Conflict resolution</li> <li>• Team player</li> <li>• Lateral thinker</li> <li>• Good Organisational skills</li> <li>• Strong interpersonal skills</li> <li>• Strong leadership skills</li> <li>• Strong coaching skills</li> </ul>		<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Positive and motivated</li> <li>• Diplomatic</li> <li>• Quality orientated</li> <li>• Responsible</li> <li>• Business awareness</li> <li>• Initiative</li> <li>• Reliable</li> <li>• Self-drive</li> <li>• Goal orientated</li> <li>• Customer orientated</li> <li>• Strategic orientated</li> </ul>		<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• B Degree/Diploma in Purchasing Management/ Procurement/ Supply Chain Management/ Logistics or Equivalent.</li> <li>• 2 years General Procurement.</li> <li>• 1 year experience Contracts management.</li> <li>• Minimum 5 years experience in Supply Chain Environment.</li> </ul> <p>Added Advantage:</p> <ul style="list-style-type: none"> <li>• Professional membership with CIPS</li> </ul> <p><b><i>NB: Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></b></p>					
Please apply by forwarding the Metrorail's internal application form together with your completed CV and copies of qualifications to: <b>Human Resources Manager: Hand deliver at Human Resources Department , Station Building, Station Street, East London, 5201, or email – <a href="mailto:humancapitalec@prasa.com">humancapitalec@prasa.com</a> , (043) 700 2124</b>						<b>CLOSING DATE:</b> 08 <sup>th</sup> September 2021					
<b>ISSUED BY RECRUITMENT AND SELECTION OFFICE</b>		<b>As per PRASA Employment Equity Plan, this position is earmarked as follows:</b>		<b>MALE</b>				<b>FEMALE</b>			
				<b>African</b>	<b>Indian</b>	<b>Coloured</b>	<b>White</b>	<b>African</b>	<b>Indian</b>	<b>Coloured</b>	<b>White</b>
				X	X	X	X	X	X	X	X

