



## Job Profile General Manager: Supply Chain Management

### JOB INFORMATION SUMMARY

<b>JOB TITLE:</b>	General Manager: Supply Chain Management
<b>REPORTS TO:</b>	Chief Financial Officer
<b>OCCUPATIONAL LEVEL</b>	Operational
<b>FUNCTIONAL AREA:</b>	<b>Senior Management</b>
<b>COMPANY:</b>	PIKITUP SOC (Ltd)
<b>LOCATION</b>	Head Office

### ROLE PURPOSE

To strategise, implement and manage supply chain management within Pikitup. To make procurement decisions to the value threshold; expenditure decisions within budget; and staffing decisions within company policy parameters. To change procedures or methods within SCM without approval and to initiate policy changes for Board approval.

### ROLE REQUIREMENT

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<b>a) KPA 1: SCM policy and strategy framework developed and implemented</b>	<ul style="list-style-type: none"> <li>• Ensure approval of SCM policy by the Board and improvements recommended as required</li> <li>• Develop the SCM policy in line with current national benchmarks</li> <li>• Prepare and present the SCM Unit business plan and associated budget for approval</li> <li>• Monthly evaluate performance against business plan and budget</li> <li>• Prepare and submit monthly performance feedback reports within deadline</li> <li>• Identify and implement performance enhancements</li> </ul>
<b>b) KPA 2: SCM bid and disposal administration process managed</b>	<ul style="list-style-type: none"> <li>• Render the secretariat function for the various SCM committees</li> <li>• Make appropriate appointments to the SCM committees</li> <li>• Oversee the bid process in terms of administration, coordination and committee decision making to ensure effective procurement on time and at the best possible price</li> <li>• Provide advice to bid committees, the executive and the Managing Director</li> </ul>
<b>c) KPA 3: Demand and</b>	<ul style="list-style-type: none"> <li>• Obtain approval of annual acquisition management plan</li> </ul>



ROLE REQUIREMENT	
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<b>acquisition management plan in place and implemented</b>	<ul style="list-style-type: none"> <li>• Obtain stakeholder buy-in in formulation of the plan</li> <li>• Formulate acquisition management plan to support the business plan</li> <li>• Manage the strategic and operational sourcing process (including list of accredited providers, evaluation and selection of suppliers, bid management, contract management, and purchasing administration)</li> <li>• Manage commodity inventory levels to prevent stock-outs/overstocking</li> <li>• Assess, finalise and present all tender evaluation reports to the Bid Adjudication Committee. (From All Commodity Managers and Sourcing Specialists)</li> </ul>
<b>d) KPA 4: Management of BEE/SMME development</b>	<ul style="list-style-type: none"> <li>• Develop BEE and SMME suppliers in line with empowerment strategy</li> <li>• Ensure that mentorship and training programmes are in place</li> <li>• Develop, implement and monitor the Expanded Public Works Programme (EPWP) in line with strategy</li> <li>• Oversee database of accredited suppliers' information</li> <li>• Maintain high-level BEE/SMME stakeholder relationships</li> </ul>
<b>e) KPA 5: Risk and performance management</b>	<ul style="list-style-type: none"> <li>• Perform regular risk assessments, communicate results appropriately and ensure that strategies are in place to mitigate such risks timeously</li> <li>• Develop a risk strategy and profile</li> <li>• Ensure that a fraud prevention plan is in place and implemented</li> <li>• Create and maintain a risk and fraud prevention awareness culture</li> <li>• Implant an internal control plan</li> </ul>
<b>f) KPA 6: Logistics and disposal management planning and management</b>	<ul style="list-style-type: none"> <li>• Manage inventory to ensure losses and surpluses are within acceptable levels</li> <li>• Ensure that asset management systems and plans are in place and monitored</li> <li>• Oversee purchase order and contract administration</li> <li>• Manage goods in transit</li> <li>• Manage stores effectively to store stock securely, ensure the rotation of stock, ensure obsolescence and shrinkage are kept to a minimum as well as accurate accounting for stock holding</li> <li>• Ensure disposal management planning and execution</li> </ul>
<b>g) KPA 7: Overall co-ordination and effectiveness of SCM function</b>	<ul style="list-style-type: none"> <li>• Ensure smooth coordination of all SCM functions</li> <li>• Secure end-user satisfaction through the effectiveness of SCM functions</li> </ul>
<b>h) KPA 8: Supervision/management of employees and staff development</b>	<ul style="list-style-type: none"> <li>• Acts</li> <li>• Supervise staff through informal and formal discussions</li> <li>• Manage staff performance through implementing the performance management system and using it as fully as possible</li> <li>• Conduct needs analysis discussions based on performance appraisals and determine staff training needs</li> <li>• Maintain an open-door policy with regard to subordinates to empower them to seek assistance and to motivate them when required</li> <li>• Comply with internal staff regulations and HR related legislation</li> <li>• Provide ongoing training and development</li> </ul>



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> <li>Counsel and discipline staff if required</li> </ul>
<p><b>i) KPA 9: Ad hoc and Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements. Such variable tasks should be listed and recognized in the employee's performance compact.</li> </ul>

KEY RELATIONSHIP INTERFACES
<p><b>Internal Key Relationships (to Pikitup):</b></p> <ul style="list-style-type: none"> <li>Line/People Managers</li> <li>Pikitup staff</li> </ul> <p><b>External Relationships (with departments and other key parties):</b></p> <ul style="list-style-type: none"> <li>Pikitup's Service Providers and Suppliers (Contractors, Consultants)</li> </ul>

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> <li>Strategy Development, Planning and Reporting</li> <li>Customer service skills</li> <li>Strong managerial skills</li> <li>Computer Literacy</li> <li>Data analysis and reporting</li> <li>Effective verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Integrity</li> <li>Analysis and problem solving</li> <li>Judgement and decision making</li> <li>Strategic thinking</li> <li>Building a vision</li> <li>Networking</li> <li>Organising and prioritising</li> <li>Attention to detail</li> </ul>
<p><b>Knowledge:</b></p>	<ul style="list-style-type: none"> <li>Understanding of relevant legislation (such as MFMA and PPPFA)</li> <li>Knowledge of relevant company procedures</li> </ul>

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Qualifications	
Minimum	Ideal
<ul style="list-style-type: none"> <li>Bachelor of Commerce in Supply Chain Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A postgraduate degree in a relevant field</li> </ul>
Experience	
Minimum	Ideal
<ul style="list-style-type: none"> <li>8 years' experience in supply chain management</li> <li>5 years' experience at senior management level.</li> <li>Exposure to the Municipal Finance Management Act and Preferential Procurement Policy Framework Act</li> </ul>	<ul style="list-style-type: none"> <li>5 years' senior management experience in a comparable environment.</li> <li>10 years' experience in Supply Chain Management</li> </ul>

Job profile approved by:		
_____	_____	_____
<b>Name (Incumbent)</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Executive Director</b>	<b>Signature</b>	<b>Date</b>