

Job Profile

JOB PROFILE INFORMATION			
JOB TITLE	MANAGER: LOGISTICS & STORES		
JOB CLUSTER AND RANK	Management (Deputy Commandant)		
REGION/DIVISION	Property & Facilities Management		
LOCATION	Head Office		
MANAGER/SUPERVISOR	Executive Manager: Property & Facilities Management		
SUPERVISION	Officer: Travel Management Officer: Stores Administrative Assistant		
PEER RELATIONSHIPS	OTHER MANAGERS		
GRADE		Grading Date	
LIAISON	INTERNAL	All Business Units	
	EXTERNAL	Stakeholders, Service Providers, suppliers, manufacturers, and retailers	
MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE			
KPIs	Placing orders Receiving goods Goods distribution Inventory management Warehouse/stores management Stocktaking Matching documents Preparation of payment documentation Ensure real time invoicing and record keeping. Travel and booking management Manage human resources including allocation of resources Manage audit processes during audits		
Minimum Qualifications	<ul style="list-style-type: none"> A bachelor's degree in Procurement / Supply Chain Management/ Logistics/ Finance/Accounting/ Commercial Law Purchasing (NQF Level 6) 		
Minimum Experience	<ul style="list-style-type: none"> 4-6 years' working experience in Logistics 3 Years' at supervisory Level 		



Knowledge	<ul style="list-style-type: none">• Border Management Authority Act,2020
Professional registration or license requirements	<ul style="list-style-type: none">• None
Other requirements	<ul style="list-style-type: none">• Flexibility in working hours will be required to meet demands of the role.• May be required to work overtime.• Valid driver's License