

JOB PROFILE

OFFICE INFORMATION		
JOB TITLE	SENIOR MANAGER: DEMAND & CONTRACT MANAGEMENT	
JOB CLUSTER AND RANK	Management (Commandant)	
REGION/DIVISION	Supply Chain & Asset Management	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Executive Manager: Supply Chain & Asset Management	
SUPERVISION	Specialist: Contract Management Specialist: Demand Management Officer: Demands & Contracts Management BID Administrator Administrative Assistant	
PEER RELATIONSHIPS	OTHER MANAGERS	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers, Auditors, Treasury
MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE		
KPIs	Needs analysis Annual and quarterly review of procurement plan Ensure procurement funding Compilation of specifications and terms of reference Contract administration Supplier performance reporting Administratively managing contracts Risk management of the SCM SCM performance review Reporting on SCM information Optimum system utilization Safeguarding of SCM information 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 7) 	
Minimum Experience	<ul style="list-style-type: none"> 8 years' management experience in Procurement / Strategic sourcing 	

Knowledge	<ul style="list-style-type: none"> • Good knowledge and understanding of the PFMA, Treasury Regulations and Guidelines • Knowledge and understanding of the SCM Regulations, Practice Notes, Circulars, Policy Frameworks • Knowledge and understanding of the Preferential Procurement Policy Framework Act and its associated regulations. • Good working knowledge of the Broad Based Black Economic Empowerment Act, 53 of 2003 • Contract Management • Knowledge of ERP accounting system (SAGE) • Border Management Authority Act,2020.
Professional registration or license requirements	<ul style="list-style-type: none"> • Finance or Law related
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