



## JOB PROFILE

POSITION DESCRIPTION	
<b>Position Title</b>	<b>Senior Supply Chain Officer (Logistics)</b>
<b>Description</b>	<p>The main function of the Senior Supply Chain Officer is to manage and control the process of the Logistics. The role is responsible for the generation of purchase orders, follow ups, payments and management of commitments, reporting on non-performance of service providers, purchase of goods, materials and services for the NDA as well as ensuring compliance with the Treasury policies and regulations.</p> <p>This position will also serve to co-ordinate as well as implement internal controls required to establish and maintain an effective, transparent, equitable, and cost effective procurement and provision system.</p> <p>-This position will require analysis of and reporting on supply chain processes and compliance measures.</p>
<b>Division</b>	Finance and Supply Chain Management
<b>Reports To</b>	Senior Manager: Supply Chain Management
<b>Position location</b>	Head Office
<b>Peromnes Grade</b>	8
<b>Number of Direct Reports</b>	3

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelors Degree in Logistics/ Supply Chain/ Procurement/ Purchasing/Business Administration/Management and Accounting. An equivalent/relevant/related qualification will be considered. A Postgraduate qualification will be an added advantage</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• 5 years' experience in Supply Chain Management, and public sector procurement experience under PFMA</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Public Finance Management Act (PFMA)</li> <li>• National Treasury's supply chain management guidelines, Treasury Regulation</li> <li>• Instructions Notes and Supply Chain Management Practice Notes</li> </ul>

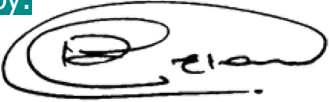
	<ul style="list-style-type: none"> <li>• Preferential Procurement Policy Framework Act (PPFA)</li> <li>• Broad Based Black Economic Empowerment (B-BBEE) Act and the Code of Good Practice</li> <li>• Understanding and knowledge of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship management</li> <li>• Advanced Computer Literacy</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Communication (Verbal and Written)</li> <li>• Problem-solving and Conflict Management</li> <li>• Customer service orientation</li> <li>• Interpersonal skills</li> <li>• Flexibility</li> <li>• Negotiation</li> <li>• Decisiveness</li> <li>• Integrity</li> <li>• Accountability</li> <li>• Monitoring and reporting</li> <li>• Supervision</li> </ul>

<b>MAIN AREAS OF RESPONSIBILITY</b>	
Supply Chain Role	<ul style="list-style-type: none"> <li>• Implement and review NDA supply chain management policy, processes and procedures and ensure alignment to National Treasury Prescripts.</li> <li>• Guide and advice departmental employees on logistics management matters to promote correct implementation and sound logistics practices.</li> <li>• Provide monthly SCM reports on procurement of goods and services.</li> <li>• Coordinate and facilitate the monthly SCM reports on procurement of goods and services.</li> <li>• Keep record of statistics required on government procurement goals.</li> <li>• Provide monthly reports on all open purchase orders.</li> <li>• Processing of requisitions for goods and services.</li> <li>• Coordinate the placement of orders for goods and services.</li> <li>• Monitor the process of receiving and checking goods.</li> <li>• Record and safekeeping of purchase orders awaiting delivery.</li> <li>• Receive invoices and facilitate payments.</li> <li>• Review and Generation of Purchase orders.</li> <li>• Keep an updated register of all purchase orders and report monthly.</li> <li>• Place purchase order with the appointed service providers.</li> <li>• Conduct quality check on all documents.</li> <li>• Monitor SLA's with suppliers and their performance accordingly (Contract Management).</li> <li>• Manage relationships with suppliers and partners in line with the core values and operational requirements of the NDA.</li> <li>• Follow up and clarify any complaints and infractions and ensure corrective action is taken towards non-compliant suppliers within the prescribed timelines and inform relevant stakeholders.</li> <li>• Develop and ensure 100% compliance and implementation of the procurement policy.</li> <li>• Keep and monitor Purchase order register</li> </ul>

	<ul style="list-style-type: none"> <li>• Procurement of goods and services from suppliers in line with the NDA and National Treasury prescripts.</li> <li>• Train all company staff on Supply Chain Management policies and procedures and ensure adherence to processes</li> <li>• Co-ordination and implementation of the Irregular Expenditure Reporting, ensuring completeness of reporting of the current and prior year lists, developing and implementing methodology to effectively deal with the expenditure as per National Treasury Framework, devising internal controls to adequately address and prevent further non-compliance;</li> <li>• Co-ordination and implementation of the Fruitless &amp; Wasteful Expenditure Reporting, ensuring completeness of reporting of the current and prior year lists, developing and implementing methodology to effectively deal with the expenditure as per National Treasury Framework, devising internal controls to adequately address and prevent further non-compliance</li> <li>• Analyse existing internal controls governing supply chain processes, and implement strategies and changes to address deficiencies;</li> <li>• Analyze service delivery challenges in the supply chain unit and implement remedial action strategies to address short-comings;</li> <li>• Monitor the quality of service provided by SCM Officers to internal and external customers/ clients /shareholders.</li> <li>• Mitigate identified risks and non-compliance related matters in the SCM Unit;</li> <li>• Providing support in the monitoring of the procurement function as a whole;</li> <li>• Compiling weekly and monthly reports related to activities undertaken;</li> <li>• Support in the revision of the SCM Policy;</li> <li>• Implementing adhoc projects and all other reasonable duties allocated in the SCM Unit as advised by the SCM Manager</li> </ul>
<b>Regulatory Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with Treasury requirements, includes inter alia PFMA Act, PPPFA Act, BBBEE Act etc. Knowledge of Supply Chain Management in the public sector</li> </ul>
<b>Procurement Administration</b>	<ul style="list-style-type: none"> <li>• Prepare an annual procurement plan and manage progress on an ongoing basis</li> <li>• Ensure that the SCM officials are utilising the database in a compliant manner.</li> <li>• Supervise employees within the procurement team appropriately to optimise business performance and the underwriting service to customers</li> <li>• Identify and implement optimization strategies for procurement.</li> </ul>

<b>KEY RELATIONSHIP INTERFACES</b>	
<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>

<ul style="list-style-type: none"> <li>• All NDA Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Service Providers</li> <li>• Sector Departments</li> <li>• National Treasury</li> </ul>
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Signed by: <b>(Job Holder)</b>	<b>Authorised by:</b> 
Date:	Date: 19 March 2025