



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Senior Supply Chain Officer (Logistics)
Description	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.
Division	Finance and Supply Chain Management
Reports To	Senior Manager: Supply Chain Management
Position location	Head Office
Peromnes Grade	
Number of Direct Reports	3

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> Bachelors Degree / National Diploma in Logistics/ Supply Chain/ Procurement
Essential Experience	<ul style="list-style-type: none"> 3 years' experience in Supply Chain Management, and public sector procurement experience
Knowledge	<ul style="list-style-type: none"> Public Finance Management Act (PFMA) National Treasury's supply chain management guidelines, Treasury Regulation Instructions Notes and Supply Chain Management Practice Notes Preferential Procurement Policy Framework Act (PPPFA) Broad Based Black Economic Empowerment (B-BBEE) Act and the Code of Good Practice Understanding and knowledge of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship management

	<ul style="list-style-type: none"> • Advanced Computer Literacy
Skills & Abilities	<ul style="list-style-type: none"> • Communication (Verbal and Written) • Problem-solving and Conflict Management • Customer service orientation • Interpersonal skills • Flexibility • Negotiation • Decisiveness • Integrity • Accountability • Monitoring and reporting • Supervision

MAIN AREAS OF RESPONSIBILITY	
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Supply Chain Role	<ul style="list-style-type: none"> • Implement and review NDA supply chain management policy, processes and procedures and ensure alignment to National Treasury Prescripts. • Guide and advice departmental employees on logistics management matters to promote correct implementation and sound logistics practices. • Provide monthly SCM reports on procurement of goods and services. • Coordinate and facilitate the monthly SCM reports on procurement of goods and services. • Keep record of statistics required on government procurement goals. • Provide monthly reports on all open purchase orders. • Processing of requisitions for goods and services. • Coordinate the placement of orders for goods and services. • Monitor the process of receiving and checking goods. • Record and safekeeping of purchase orders awaiting delivery. • Receive invoices and facilitate payments. • Generation of Purchase orders. • Keep an updated register of all purchase orders and report monthly. • Place purchase order with the appointed service providers. • Conduct quality check on all documents. • Monitor SLA's with suppliers and their performance accordingly (Contract Management). • Manage relationships with suppliers and partners in line with the core values and operational requirements of the NDA. • 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. • Develop and ensure 100% compliance and implementation of the procurement policy. • Procurement of goods and services from suppliers in line with the NDA and National Treasury prescripts. • Train all company staff on Supply Chain Management policies and procedures and ensure adherence to processes •
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Regulatory Compliance	<ul style="list-style-type: none"> • Ensure compliance with Treasury requirements, includes inter alia PFMA Act, PPPFA Act, BBBEE Act etc. Knowledge of Supply Chain Management in government
Procurement Administration	<ul style="list-style-type: none"> • Prepare an annual procurement plan and manage progress on an ongoing basis • Ensure that Vendor database has been developed, and tracked on a monthly basis to ensure that it is current and up to date. • Manage employees within the procurement team appropriately to optimise business performance and the underwriting service to customers • Identify and implement optimization strategies for procurement.

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • All NDA Employees 	<ul style="list-style-type: none"> • Service Providers • Sector Departments • National Treasury

Signed by: (Job Holder)	Authorised by:
Date:	Date: