

JOB DESCRIPTION FORM	
Job title:	Senior Supply Chain Officer
Division/Department:	Finance Patterson Grade:
Date Prepared:	Dec -17
Overall Purpose of the Job:	Facilitate strategic sourcing, and supervise day to day procurement activities with emphasis on supplier relationship management and contract management while maintaining high standards of integrity and accountability. In addition, partner with stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives.
Position Size Parameters:	2x Procurement Administrators
Organisation structure and Reporting Relationships:	Reports to: Supply Chain Manager
Qualifications	<ul style="list-style-type: none"> • A Valid Matric Certificate • A National Diploma or Degree in Finance/Procurement Management, Supply Chain Management, Public Administration or equivalent. • A Post Graduate Diploma in Finance/Procurement Management/ Supply Chain Management/ Public Administration is desirable. • CIPS membership or other professional accreditation will serve as an advantage • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007, will serve as an advantage • A 3-5 years' experience is a requirement in a similar position as well as strong experience in implementation of the PPPFA, PFMA as well as general understanding of BBBEE Act requirements in line with Procurement compliance. • Ability to resolve conflict within own department as well as among other departments • Management as well as understanding and interpretation of contracts, and drafting thereof. Ideal candidate is expected to display profound knowledge of contract management / Supply chain management environment.
Internal and External Relationships/Contacts:	Relationship with other departments, Chief Financial Officer, Senior Managers, All Staff, City of Johannesburg, Auditors, Service providers and Suppliers

JOB DESCRIPTION FORM		
Job title:	Senior Supply Chain Officer	
Division/Department:	Finance	Patterson Grade:
Date Prepared:	Dec -17	
Key Performance Areas:	Finance Objectives:	
	<ul style="list-style-type: none"> Identify, negotiate and implement contract & framework agreements which result in efficiencies in line with financial and forecasting requirements. Maintain accurate auditable records of all procurement process which result in high process compliance. 	
	Customer Objectives:	
	<ul style="list-style-type: none"> Plan and engage with Service Managers to understand contract specifications and with suppliers to develop a profile of delivery capability which results in effective market engagement. Build into contract & framework developments, JOSHCO's sustainable procurement obligations and preferences including assurance of procurement authority level adherence which result in stakeholder satisfaction of procurement services. 	
	Operational Objectives:	
	<ul style="list-style-type: none"> Conduct efficient and collaborative procurements which are corporately compliant (advice, tendering, evaluation award & contract management) and which result in a high value adding commercial outcome. Build supplier, category and market understanding through performance management, research and stakeholder briefings which result in the management of commercial issues throughout the commissioning and procurement cycle. 	
	People Objectives:	
	<ul style="list-style-type: none"> To performance manage staff in line with JOSHCO's Performance Management System KPA's are understood and achieved The values of JOSHCO are understood and lived Performance is constantly improved New developments in the industry are understood and embraced 	
Key Responsibility Area	Key Responsibilities	Key performance indicators
1. SUPPLY CHAIN MANAGEMENT	<ul style="list-style-type: none"> Organise and monitor ordering systems Meet with staff and management to help them determine their purchasing needs Control central supply of stock, monitor levels and order replacements as necessary Identify preferred suppliers with respect to pre-determined criteria such as price, BEE component, and quality Negotiate and agree all preferred 	Procurement administration and management system

JOB DESCRIPTION FORM		
Job title:	Senior Supply Chain Officer	
Division/Department:	Finance	Patterson Grade:
Date Prepared:	Dec -17	
	<ul style="list-style-type: none"> supplier contracts – no preferred supplier without a contract • Negotiate best rates – no overspends incurred and proof of decrease in overall costs • Ensure that supplier deliveries are in line with contract deliveries requirements, e.g. price, quality – minimum returns on deliveries • Ensure appropriate filing and stamping of documents as appropriate • Advise staff and management on contracts with suppliers • Liaise with suppliers and negotiate product prices and conditions of purchasing contracts • Study catalogues and trade journals to see what local and overseas sellers are offering • Keep up with market trends, new products 	
2. MANAGE SUPPLIER AGREEMENTS	<ul style="list-style-type: none"> • Interface between suppliers and Finance on payment issues • Advise functions of preferred supplier agreements • Monitor utilisation of suppliers • Constantly scan environment for better suppliers, products, market trends 	Manage Supplier agreements and inventory management
3. PROCUREMENT OF GOOD AND SERVICES	<ul style="list-style-type: none"> • Inspect all goods delivered for quality and correctness as per delivery note and compare to purchase orders; signed delivery notes filed accurately • Inspect all goods installed and services rendered – check immediately and ensure signed delivery note is filed accurately • Inform requester of goods delivered through email/telephonic communication – no issues logged due to non-communication • Ensure that goods delivered meet requester specification/needs and are as 	Goods receiving

JOB DESCRIPTION FORM		
Job title:	Senior Supply Chain Officer	
Division/Department:	Finance	Patterson Grade:
Date Prepared:	Dec -17	
	<p>per purchase order – no deviation from requester specifications</p> <ul style="list-style-type: none"> • Follow asset management procedure for all assets delivered as per policy and procedure – updated asset registers at all times • Inform supplier of all issues regarding incorrect deliveries and services – all issues experienced communicated to supplier & resolved within agreed time frame • For all services delivered, ensure that requester co-signs delivery note confirming that he/she are happy with services rendered – no notes with missing signatures. 	
4. SUPPLIER/VENDOR MANAGEMENT	<ul style="list-style-type: none"> • Develop and implement supplier's accreditation and verification system. • Manage, Monitor and maintain supplier database. • Develop and implement supplier performance measurement system. • Develop and implement sourcing strategies and procedures • Create an enabling environment for BEE suppliers 	<ul style="list-style-type: none"> • Supplier database regularly kept up-to-date • Accreditation criteria of new vendors
5. SERVICE PROVIDER DATABASE	<ul style="list-style-type: none"> • Establish a list of approved suppliers for goods/services required on a recurring base through a competitive bidding process • Update list of non-performing suppliers and list them on the national treasury database. 	<ul style="list-style-type: none"> • A list of non-performing suppliers • Updated approved service suppliers list for recurring services. • Updated preferred service providers list for quotations
6. AUDITS	<ul style="list-style-type: none"> • Attend to queries that might arise during the audit • Clearing of audit queries that were raised in the prior financial year • Prepare for the annual financial audit • Provide requested information to the auditors to facilitate an effective audit. • Provide reports to the CFO for 	<ul style="list-style-type: none"> • Completion of audit within the set times. • Audit tracking document

JOB DESCRIPTION FORM			
Job title:	Senior Supply Chain Officer		
Division/Department:	Finance	Patterson Grade:	
Date Prepared:	Dec -17		
	submission to the audit committee.		
7. TENDER ADMINISTRATION	<ul style="list-style-type: none"> • Compile all relevant tender documentation in a required format. • Lead the negotiation meetings • Conduct supplier site clarification/briefing meetings • Invite tender by various methods e.g. advertisement or via approved list of suppliers. • Co-ordinate public opening of tenders and ensure tenders are registered. • Using the relevant pieces of legislation, advice the Bid Evaluation committee on the correct criteria to select the successful tendered. • Coordinate bid specification, tender evaluation and adjudication committees • Creating and managing orders in Pastel • Clearance of selected/approved tenderers with database of restricted bidders from company and National Treasury. • File successful tender documents and contracts for easy retrieval. 	<ul style="list-style-type: none"> • Tender policies and procedures implemented • Receipts provided for all monies received • Copies of the adverts or call for proposals • Bid specification, tender evaluation and adjudication committees meet as required. • Successful bid documents accompanied with signed contract filled. • MFMA compliance checklist • Minutes of the Bid Specification, Evaluation and Adjudication committees. • Tender file for each tender 	
Key Competencies	GENERAL MANAGEMENT SKILLS: <ul style="list-style-type: none"> • Planning • Leadership • Communication • Facilitation • Conflict Management • Relationship Management • Ethical • General Management skills • Knowledge of financial policy and procedure development and implementation • Financial Data Analysis skills • Budgeting and Budget • Problem-solving skills 	TECHNICAL KNOWLEDGE AND SKILLS <ul style="list-style-type: none"> • Social Housing Sector knowledge • Social Housing Sector Legislation • MFMA knowledge • Knowledge of Treasury and City of Johannesburg policies 	ATTRIBUTES <ul style="list-style-type: none"> • Emotional Intelligence • Leadership • Assertiveness • Interpersonal Skills • Adaptability and flexibility • Situational sensitivity

JOB DESCRIPTION FORM		
Job title:	Senior Supply Chain Officer	
Division/Department:	Finance	Patterson Grade:
Date Prepared:	Dec -17	
Agreed by Job Holder	<i>Name printed</i>	Signature:
Approved by Immediate Line Manager	<i>Name printed</i>	Signature:
Approved by Divisional Executive or CEO	<i>Name printed</i>	Signature:

No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.