

# BREED-GOURITZ

Catchment Management Agency  
Opvanggebied Bestuursagentskap  
I-Arhente yoLawulo lomMandla nokungqongileyo  
51 Baring Street Worcester 6850, Private Bag X3055 Worcester 6850

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The Breede-Gouritz Catchment Management Agency (BGCMA) is an established Public Entity of the Department of Water and Sanitation. The Breede-Gouritz CMA exists to manage water resources responsibly through the continuous engagement with all stakeholders and devolve decision making to the lowest level for the benefit of all water users in the Breede-Gouritz CMA, including the environment.

## **SUPPLY CHAIN PRACTITIONER**

**SALARY LEVEL: 12 (R726 276 an all-inclusive package)**

**CENTRE: Worcester**

### **JOB PURPOSE:**

To manage the sourcing of goods and services in accordance with the relevant procurement policies, procedures and practices of the Agency.

### **KEY PERFORMANCE AREAS:**

1. Implementing and ongoing maintenance of Supply Chain Management systems to improve effectiveness and efficiency of the system;
2. Enforcing of the regulatory framework for SCM within the Agency (i.e. prescribed National SCM requirements aligned to legislations and policy and delegation frameworks within the Agency;
3. Demand and acquisition management;
4. Contract and lease management in accordance with prescripts,
5. Managing bid administration processes;
6. Regular reporting to the accounting authority on performance of the SCM system and comply to the reporting requirements for SCM as prescribed by regulations and policy;
7. Maintaining and keeping a proper audit trail in respect of all transactions processed by the unit and on behalf of the line function managers;
8. Managing of SCM personnel;
9. Capacity building and training of employees involved in SCM processes;
10. Provide input into the interim and annual financial statements and statutory reports;
11. Provide expert advice to end-users regarding the development of both short and long term Service Level Agreements (SLAs) including repeat purchases.

**Requirements:**

1. A B Degree in Supply Chain Management or Finance.
2. A minimum of 7 years managerial experience in Supply Chain Management.
3. Knowledge of Bid Committee processes.
4. Computer Literacy and knowledge of SAP.
5. A valid EB driver's license is a pre-requisite.

**Technical skills /Knowledge**

1. Knowledge of the PFMA, SCM Framework; PPPFA Regulations; National Treasury Regulations (NTR's) B-BBEE Act and relevant Practice Notes.
2. Working knowledge of HRM, Risks management, Project management
3. Supplier management - Excellent communication (verbal and written) with client orientation and customer focus skills.
4. A clear understanding of the Public Service Anti-corruption Strategy and fraud prevention measures.
5. High level of report writing skill.

**Enquiries: Ms Zanele Mngoma / Mr. Ogwang Okoth at (023) 346 8000.**

Application letters accompanied by a comprehensive Curriculum Vitae, certified copies of all relevant qualifications, certificates and a copy of Identity Document must be placed in a sealed envelope marked "**Vacancy: Supply Chain Practitioner**" and posted to the **Chief Executive Officer** of the Breede-Gouritz CMA c/o the Human Resources Management Division, Private Bag X 3055, Worcester 6850 or hand delivered at the reception of the offices of the Breede-Gouritz CMA, 51 Baring Street, Worcester 6850.

The BGCMA is an Equal Opportunity Affirmative Action Employer and reserves the right not to make an appointment. African Male candidates are encouraged to apply. The BGCMA may subject candidates to assessments which would include competency assessment in the advertised post. Copies of foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

Closing date: 6 March 2017 at 15h00.

**NB: No faxed or emailed applications will be accepted.**

Correspondence will be limited to short list candidates only. Applicants who have received no response within three months must consider their applications as unsuccessful.