

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Assistant Director: Supply Chain Management (Acquisition)

Core code :

Post level and salary code : 9

Occupational class code :

Name of component :

Location :

Posts reports to : Deputy Director: Supply Chain Management (Acquisition)

Date of appointment :

B. JOB PURPOSE

To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies.

C. KEY PERFORMANCE AREAS

1. Coordinate (synergise), review and execute the bidding process
 - (a). Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval).
 - (b). Compile bid documents.
 - (c). Publish tender invitations.
 - (d). Receiving and opening of bid documents.
2. Coordinate, review, and compile the list of prospective providers for quotations.
 - (a). Compile terms of reference to invite service providers for an expression of interest
 - (b). Receive, evaluate and adjudicate the expressions of interest.
 - (c). Compile a database of approved suppliers.
3. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury.

4. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following:
 - (a). General supervision of employees.
 - (b). Allocate duties and perform quality control on the work delivered by supervisees.
 - (c). Advise and lead supervisees with regard to all aspects of the work.
 - (d). Manage performance, conduct and discipline of supervisees.
 - (e). Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
 - (f). Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

D INHERENT REQUIREMENTS

Determine according to the draft Competency Framework for Supply Chain Management.

E APPOINTMENT REQUIREMENTS

The following requirements apply

A relevant tertiary qualification at NQF level 7.

3 year related supply chain experience at supervisory level.

F CAREER PATHING

Compliance with the requirements of the higher post.

G AMENDMENTS TO THE JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: