

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title Assistant Director: Supply Chain Management (Demand management)

Core code

Post level and salary code 9

Occupational class code

Name of component

Location

Posts reports to DD: Supply Chain Management (Demand management)

Date of appointment

B. JOB PURPOSE

To coordinate, review, undertake and implement the supply chain demand management framework and policies through research, analysis and planning of procurement requirements, the collating of information for the annual procurement plan ensuring that funds are available and the compilation of specifications.

C. KEY PERFORMANCE AREAS

1. Coordinate (synergise), review, research, analyse and plan the procurement needs of the department.
 - (a) Research the relevant identified needs. (in line with the SC strategy).
 - (b) Analyse requirements, undertake research, determine and develop proposals for implementation.
 - (c) Asses the results of the research on the market, interprets and develops proposals for procurement methodology.
 - (d) Ensure compliance with quality requirements.
 - (e) Determine whether specifications should contain any special conditions.
2. Coordinate review, collect and collate information for the annual procurement plan.
 - (a) Collect information from the relevant role players according to the prescribed template.
 - (b) Check (engage) and analyse the information.
 - (c) Confirm availability of budget.

- (d) Check alignment against strategic and other objectives.
 - (e) Consolidate into procurement plan and table for approval by the accounting officer.
3. Supervise and compile tender/quotation specifications as required.
- (a) Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference.
 - (b) Compile and publish request for proposals as required.
4. Develop, implement and maintain the supplier database.
- (a) Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents).
5. Supervise employees to ensure an effective demand 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) Advice 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.

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 supply chain experience on 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.

I. 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.

K. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

DRAFT