

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Assistant Director: Supply Chain
Management (Logistics and Disposal)

Core code :

Post level and salary code : 9

Occupational class code :

Name of component :

Location :

Posts reports to : Deputy Director: Supply Chain
Management (Logistics and Disposal)

Date of appointment :

B. JOB PURPOSE

To coordinate, review, undertake and render a logistical services through the requisition of goods and services, the receipt, distribution, ware housing and, stock control, payment for goods and services.

C. KEY PERFORMANCE AREAS

- (a) Coordinate and review the processing of requisitions for goods and services.
 - (i) Receive a requisition.
 - (ii) Process requisition.
 - (iii) Coordinate the placement of orders for goods and services.
 - (iv) Place an order for the service in the case of a service required.
 - (v) Order and acquire goods if not a store item or the item is not in stock.
- (b) Coordinate the safekeeping and distribution of goods.
 - (i) Receive and check goods.
 - (ii) Capture goods on relevant procurement system.
 - (iii) Return damaged incorrect and substandard goods.
 - (iv) Issue goods as required.
 - (v) Preparation and collation of payment documents.
- (c) Coordinate the control of stock.
 - (i) Continuously monitor inventory.

- (ii) Stock taking according to stock taking plan.
- (iii) Comparison of stock counted with official records.
- (iv) Identify outdated, unserviceable, redundant and obsolete stock.
- (d) Coordinate the disposal of stock inventory.
 - (i) Prepare the identified stock for disposal.
 - (ii) Develop proposals for the disposal method.
 - (iii) Presentation to the disposal committee for approval.
- (e) Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required with regard to financial and HR administration. This would, *inter alia*, entail the following:
 - (i) General supervision of employees.
 - (ii) Allocate duties and perform quality control on the work delivered by supervisees.
 - (iii) Advise and lead supervisees with regard to all aspects of the work.
 - (iv) Manage performance, conduct and discipline of supervisees.
 - (v) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
 - (vi) Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- (f) Control and safe guarding of all supply chain documentation.

D. INHERENT REQUIREMENTS

Determine according to the Draft Competency Framework for Logistics and Disposal Management.

E. APPOINTMENT REQUIREMENTS

The following requirements apply:

- (a) A relevant tertiary qualification at NQF level 7.
- (b) 3 years related logistic management experience at supervisory level.

F. CAREER PATHING

Compliance with the requirements of 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.

H. 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

DRAFT