

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title Assistant Director: Supply Chain Management (Risk & Performance)

Core code

Post level and salary code 9

Occupational class code

Name of component

Location

Posts reports to Deputy Director: Supply Chain Management (Risk & Performance)

Date of appointment

B. JOB PURPOSE

To supervise, undertake and render a risk & performance management service with regard to supply chain internally and externally.

C. KEY PERFORMANCE AREAS

- (a). Supervise and undertake risk management assessments.
 - (i) Execute risk assessments in accordance with the SCM risk plan/strategy.
 - (ii) Apply the determined risk assessments tools.
 - (iii) Obtain and process risk and performance management information.
 - (iv) Preliminary determination and categorisation of the risks.
- (b). Supervise and implement fraud and abuse prevention strategy for SCM.
 - (i) Utilise fraud/abuse mechanisms to identify fraud/abuse.
 - (ii) Process and analyse risk management information.
 - (iii) Report fraud.
 - (iv) In the case of abuse report thereon and develop proposals for corrective measures.
- (c). Supervise and undertake performance assessment of the value chain of the SCM function.
 - (i) Collecting and processing of information.
 - (ii) Assess and analyse performance management information.

- (iii) Promote optimum utilisation of the relevant systems.
- (d). Supervise and undertake supplier performance assessment.
 - (i) Monitor the performance of suppliers.
 - (ii) Liaise and engage suppliers on requirements with regard to goods delivery.
 - (iii) Maintain a database on the performance of suppliers.
- (e). Supervise the reporting and safeguarding of SCM information.
 - (i) Collecting and processing information.
 - (ii) Compile and submit reports in the prescribed formats.
 - (iii) Safeguarding of SCM information.
- (f). Participate in the development of risk and performance management policies processes and procedures.
- (g). 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:
 - (i) General supervision of employees.
 - (ii) Allocate duties and perform quality control on the work delivered by supervisees.
 - (iii) Advice 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.

B INHERENT REQUIREMENTS

Determine according to the Draft Competency Framework for Risk & Performance Management.

C APPOINTMENT REQUIREMENTS

The following requirements apply:

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

D CAREER PATHING

Compliance with the requirements of higher post.

E 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.

F 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.

G JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

DRAFT