

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

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

Core code :

Post level and salary code : 11

Occupational class code :

Name of component :

Location :

Posts reports to : Director

Date of appointment :

B. JOB PURPOSE

To manage the sub-directorate, develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies.

C. KEY PERFORMANCE AREAS

1. Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management).
 - (a). Manage, design and develop acquisition management policies processes and procedures.
 - (b). Compile operational/supply chain acquisition management plan and obtain approval.
 - (c). Manage the execution of the acquisition management plan.
 - (d). Monitor and review the acquisition management activities.
 - (e). Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees.
2. Oversee the bidding process.
 - (a). Compilation of bid documents and advertisements.
 - (b). Publishing of bid documents.
 - (c). Receipt (closing and opening) of bid documents.
 - (d). Processing of bid documents.
3. Manage the compilation of the list of prospective providers.

- (a). Compile terms of reference to invite service providers for an expression of interest.
 - (b). Receive, evaluate and adjudicate expressions of interest.
 - (c). Compile a database of approved suppliers.
4. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury.
5. Manage and 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) Maintenance of discipline.
 - (b) Management of performance and development.
 - (c) Undertake Human Resource and other related administrative functions.
 - (d) Establish implement and maintain efficient and effective communication arrangements.
 - (e) Develop and manage the operational plan of the sub-directorate and report on progress as required.
 - (f) Develop implement and maintain processes to ensure proper control of work.
 - (g) Compile and submit all required administrative reports.
 - (h) Serve on transverse task teams as required.
 - (i) Procurement and asset management for the sub directorate.
 - (j) Plan and allocate work.
 - (k) Quality control of work delivered by employees.

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 years related supply chain experience at supervisory/management level (ASD).

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:

DRAFT