

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:

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

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 demand management framework and policies and through research, analysis and planning of procurement needs, collating of information for the annual procurement plan ensuring that funds are available and the compilation of specifications.

C. KEY PERFORMANCE AREAS

1. Manage the functional operation of the Sub directorate: Supply Chain Demand Management.
 - (a) Design and develop demand management policies processes and procedures.
 - (b) Perform strategic and annual supply chain demand management planning.
 - (c) Monitor and review the demand management activities.
 - (i) Develop and obtain approval for the procurement management plan.
 - (ii) Determine whether specifications should contain any special conditions.
 - (iii) Compile tender/quotation specifications as required.
 - (iv) Determine whether specification for the relevant commodity exists, if not oversee the collection and collect information and compile specification/terms of reference.

2. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices.
3. Compile and publish request for proposals where required.
4. Manage the Sub Directorate: Supply Chain Demand Management and undertake all administrative functions required with regard to financial and HR administration.
 - (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 supply chain experience at supervisory/management level (ASD).

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