

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

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

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: Supply Chain Management (Logistics and Disposal), develop, review, and implement a logistics and disposal service.

C. KEY PERFORMANCE AREAS

1. Manage the functional operation of the Sub directorate: Logistics and Disposal Management
 - (a). Design and develop logistics and disposal management policies processes and procedures, perform strategic and annual supply chain logistics and disposal management planning.
 - (b). Monitor and review logistical and disposal management.
 - (i). Processing of requisitions for goods and services.
 - (ii). Placement of orders for goods and services.
 - (iii). Safekeeping and distribution of goods.
 - (iv). Stock control.
 - (v). Identification of outdated, unserviceable, redundant and obsolete stock and the disposal of thereof.
2. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices.
3. Manage the Sub Directorate: logistics and disposal and undertake all administrative functions required with regard to financial and HR management.
 - (a) Maintenance of discipline.
 - (b) Management of performance and development.

- (c) Undertake Human Resource and other related administrative functions.
- (d) Manage budget where applicable.
- (e) Establish implement and maintain efficient and effective communication arrangements.
- (f) Develop and manage the operational plan of the sub-directorate and report on progress as required.
- (g) Develop implement and maintain processes to ensure proper control of work.
- (h) Compile and submit all required administrative reports.
- (i) Serve on transverse task teams as required.
- (j) Procurement and asset management for the sub directorate.
- (k) Planning and allocation of work.
- (l) Quality control of work delivered by employees.
- (m) 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 relevant tertiary qualification at NQF level 7.

3 year related logistic management 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:

Coordinate, work monitoring, policy monitoring and inputs for the amendment of policies, the development and maintenance of procedures and systems (work flows), allocation and programming of work, ensure correct policy implementation.

DRAFT