

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder:

Job title

DD: Supply Chain Management
(Risk & Performance 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 a risk & performance management service.

C. KEY PERFORMANCE AREAS

1. Manage the functional operation of the Sub directorate: Supply Chain Risk & Performance Management.
 - (a) Manage and undertake risk management assessments.
 - (b) Manage and undertake prevention of fraud and abuse of the SCM system interventions.
 - (c) Manage and undertake performance assessments of the value chain of the SCM function.
 - (d) Manage and undertake supplier performance management.
 - (e) Manage the safeguarding of SCM information.
2. Design and develop risk and performance management policies processes and procedures, perform strategic and annual risk and performance management planning.
3. Manage the Sub Directorate: Supply Chain Management (Risk & Performance 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.

D. INHERENT REQUIREMENTS

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

E. APPOINTMENT REQUIREMENTS

The following requirements apply:

A relevant tertiary qualification at NQF level 7.

3 years relevant experience at supervisory/management level in risk & performance management (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.

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

DATE:

SIGNATURE OF MANAGER

DATE: