



ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SL9)

(POST NUMBER: PS 05 OF 2017)

Salary: **R334 545.00 - R404 121.00** per annum excluding service benefits

WORKSTATION: CENTRAL OFFICE (GEORGE)

Date of appointment: 1 December 2017 or soon thereafter

Nature of appointment: DHET Permanent

This is a senior appointment, so we are looking for an individual who can demonstrate the necessary maturity, integrity, professionalism that can be expected to fulfil this role. The person will manage a team of five and report to the Deputy Principal Finance.

Qualifications: • Relevant degree/Diploma majoring in cost accounting/Logistics Management/Purchasing Management/Public Administration/Business Management or Supply Chain. • Appropriate work experience of at least seven years, of which two years in a supervisory position. • Valid driver's license.

Skills: • Team Leadership skills. • Ability to work as a team. • High level computer skills. • Problem solving skills. • Planning and organizing skills. • People management skills. • Knowledge of ITS will be advantageous. • Knowledge of relevant Public sector legislation, regulations and policies.

Responsibilities and job specifications:

• Manage the Supply Chain function in accordance with College policy including Contract management and Supplier database management. • Liaison with various budget holders. • Visiting campuses to ensure effective and efficient operations. • Fixed assets management in accordance with College policy, including disposal management. • Ensuring effective and efficient administration. • Identify deviations, fruitless/wasteful and irregular expenditure. • Monthly reporting of various performance activities. • Monitor compliance with policies relating to SCM and report on deviations. • Preparing and maintaining all audit requirements. • Ad hoc assignments within the finance department. • Review and design policies, procedures and templates within the SCM function.

Personal attributes

• Good communicator. • Results-driven • Analytical. • Loyal. • Client orientated.

Enquiries: Mr C Bellingan at 044-8840359

PLEASE NOTE:

- Applications should be on form Z83, signed and dated, and must be accompanied by a comprehensive Curriculum Vitae with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet). **Certified copies of the following original documents must be attached: Matric Certificate (Senior Certificate), Driver's license, qualifications, and identity document not older than three months. (ORIGINAL DOCUMENTS WILL NOT BE RETURNED).**
- Applicants in possession of a foreign qualification **must** attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms.
- Non-RSA citizens/Permanent resident permit holders **must** submit a copy of his/her Permanent Resident Permit with his/her application.
- These requirements are compulsory and failing to comply will automatically lead to disqualification of the applicant. Hand delivered applications at the Central Office will be considered during normal office hours (**Monday – Friday 07:30 – 16:00**). • Applications sent by telefax or e-mail will not be considered. • The College reserves the right not to make an appointment. • Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. • Direct your application, quoting the above relevant post reference number on the letter of application and on the front of the envelope.

Applications must be submitted to the following address:

The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, GEORGE, **For attention: MR M BOOI, Or PO Box 10400, GEORGE, 6530.**

CLOSING DATE FOR APPLICATIONS: Monday, 16 October 2017 AT 16:00

(No late applications will be considered.) Please consider your application as unsuccessful if you don't receive correspondence from us within one month of the application closing date. South Cape TVET College is an equal opportunity employer)