VAAL UNIVERSITY OF TECHNOLOGY

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DIVISION: Resources and Planning	DEPARTMENT: Finance-SCM
POST: Supply Chain Manager	POST No: 8046 PEROMNES GRADE: 06

JOB DESCRIPTION:

Key Performance Areas include but not limited to:

- Effective Management of Procurement Processes i.e. Demand, Acquisition, Logistics Goods Receiving, Database and Contracts Management for the University
- Formulate, develop and provide strategic direction with regard to Procurement processes and procedures
- Ensure compliance, advisory services with regard to supply chain management policy, best practice and procedures,
- Liaising with internal departments and suppliers in terms of project timelines and adherence to project completion
- Ensure adherence to supply chain legislation PFMA, Treasury Regulations, Preferential Procurement policy framework Act and its regulations, Tax, BBBEE, CIPC, etc.
- Co-ordinates and manages the tender processes
- Operational support in terms of all procurement processes,
- Monitors balance between SCM requirements and budget ensuring University can afford budgeted purchased
- Works closely with stores to enforce optimal stock levels and cost-effective management of stocks and materials
- Managing the contract award process and serve as a point of contact for suppliers on contractual matters
- Create cost savings opportunities for the University by bulk buying, pooling efforts, economies of scale, etc.
- Build strategic, professional and ethical relationships with customers and suppliers
- Risk management on all procurement process
- Continuous negotiations with suppliers with regard to products, prices, quality and available supply in the market in terms of suppliers' commodities and or catalogues
- Responsible for sound control environment, Internal and external audits and Reporting for Supply Chain Management department
- Constantly maintain database for suppliers based on product quality and cost benefit analysis
- Develops and updates database for suppliers in line with University policy
- Sets and reviews staff performance and implements development interventions
- Create an environment of motivation and loyalty of staff ensuring integrity of the total purchasing and stores system
- Monthly, quarterly and adhoc reports

APPLICATION CRITERIA:

Qualification and Experience:

- B-Tech in Purchasing/Logistics Management/Supply Chain Management; or BComm in Logistics/Procurement/Supply Chain Management or equivalent
- A minimum of six (6) years Procurement experience in the Procurement environment of which 4 years must be in the Managerial Level
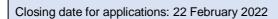
Skills and Competencies:

- Ms Office – Excel, Word & Powerpoint
- Knowledge of ITS system will be an added advantage

Submit CV to recruitment4@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

POSITIVE ABOUT PEOPLE WITH DISABILITIES