



**SUPPLY CHAIN MANAGEMENT PRACTITIONER
(REF. No: SCMP/CDA/20240701)**

36 months fixed term contract [*subject to the availability of funding*]

Applications are invited from suitably qualified persons for appointment to the position of **SUPPLY CHAIN MANAGEMENT PRACTITIONER** at Cacadu Development Agency.

Please note that the full advertisement with minimum requirements and key performance areas for this position will be accessible from the Cacadu Development Agency website: www.cacadudevelopment.co.za.

All enquiries should be directed to zsibeko@cacadudevelopment.co.za.

Closing Date: 17 July 2024 at 12:00

**DR ELDRID UITHALER
CHIEF EXECUTIVE OFFICER
Notice No.: 01 of 2024-2024**

Uithaler
01-07-2024

SUPPLY CHAIN MANAGEMENT PRACTITIONER ADVERT AND REQUIREMENTS

The Cacadu Development Agency is inviting applications for the position of Supply Chain Management Practitioner (SCM Practitioner) for a period of three (3) years. Applicants from the Sarah Baartman District [Sundays River Valley, Ndlambe, Makana, Kouga, Koukamma, Blue Crane Route and Dr Beyers Naude municipal areas] are encouraged to apply.

This position will provide support and assist the Finance Manager and unit in managing overall SCM operations, including demand and acquisition management.

Remuneration:

Task Grade 12 - R368 723 (inclusive) per annum

Qualifications, Skills, Experience and Attributes

- Bachelor's degree in Commerce, Supply Chain, Procurement in Supply Chain Management or equivalent relevant qualification.
- CIPS qualification will be advantageous.
- 3-4 years' experience as a Procurement Practitioner.
- Driver's license is required.
- Experience in financial processes in the Local Government.
- In depth knowledge of the MFMA and related policy and regulatory requirements.
- Practical understanding of the Constitutional, Legislative and Policy Frameworks governing the local government sphere.
- Must be able to work under pressure, especially when deadlines must be met.

Key Performance Areas and Responsibilities

- Provide input into the development, implementation, and review of the Supply Chain Management (SCM) systems and policies.
- Participate and contribute to the development and implementation of SCM strategic, annual performance plans and operational plans which are aligned to the Organisation's Strategic Plans.
- Coordinate the meetings for the SCM committees, namely: bid specifications, bid evaluation and bid adjudication.
- Implement the demand and acquisition management processes.
- Coordinate the preparation of SLAs and implementation thereof in collaboration with end-users.
- Coordinate the sourcing of bids/quotations in accordance with relevant legal prescripts.
- Support the Finance Manager to drive initiatives aimed at eliminating waste, improving productivity, and reducing operating costs within the area of responsibility.
- Ensures that the agency complies with all legislative requirements, MFMA, Treasury Regulations, Preferential Procurement, BBBEE codes, PPPFA, etc.
- Assist in managing the annual SCM risk assessment and develop the SCM risk universe and risk response plan.
- Provide monthly SCM reports on procurement of goods and services.



- Processing of requisitions for goods and services.
- Coordinate the placement of orders for goods and services.
- Monitor the process of receiving and checking goods.
- Record and safekeeping of purchase orders awaiting delivery.
- Receive invoices and facilitate payments.
- Generation of Purchase orders.
- Keep an updated register of all purchase orders and report monthly.
- Place purchase order with the appointed service providers.
- Conduct quality checks on all SCM and contracts related documents.
- Monitor SLAs with suppliers and their performance accordingly (Contract Management).
- Manage relationships with suppliers and partners in line with the core values and operational requirements of the CDA.
- Follow up and clarify any complaints and infractions and ensure corrective action is taken towards non-compliant suppliers within the prescribed timelines and inform relevant stakeholders.
- Develop and ensure 100% compliance and implementation of the procurement policy.
- Advise and guide all CDA staff on Supply Chain Management policies and procedures and ensure adherence to processes.

Application Procedure:

- Kindly forward your completed application form, CV and Certified Copies of Qualifications (not older than 3 Months to: recruitment@cacadudevelopment.co.za).
- Alternatively drop your completed application form, CV and Certified Copies of Qualifications at Cacadu Development Agency, 1st Floor, 32 Govan Mbeki Avenue in an envelope marked **“SUPPLY CHAIN MANAGEMENT PRACTITIONER, REF. No: SCMP/CDA/20240701”**.
- Closing date is **Wednesday, 17 July 2024 at 16h00**.
- Late and incomplete applications will not be accepted.
- Only shortlisted candidates will be contacted.

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Notice No.: 01 of 2024-2025

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