

ROLE PROFILE: Supply Chain Demand, Compliance and Contract Management Specialist

JOB IDENTIFICATION	
Job Title:	Specialist: Supply Chain Demand, Compliance and Contract Management Specialist
Patterson Job Grading	C 2
Department:	Supply Chain Management
Date Reviewed:	1 MARCH 2018
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	Supply Chain Manager
Full-time/Part-time/Contract:	Full-time
PURPOSE OF THE JOB	
<p>To manage demand, compliance and contract management within the INSETA <i>SUPPLY CHAIN MANAGEMENT</i> division through facilitation of development of procurement plan, leading the development of specifications, maintenance of contract register, ensure compliance with all relevant legislative framework and facilitation of specifications committee.</p>	
MAIN ACCOUNTABILITIES	
Responsibility:	CUSTOMER SUPPORT – PROCUREMENT PLANNING, COMPLIANCE MANAGEMENT, CONTRACT MANAGEMENT AND APPROVED SPECIFICATIONS
<ul style="list-style-type: none"> • Development of procurement planning inline with INSETA's approved APP and budget. • Conduct market analysis and historical expenditure all procurement related activities. • Meeting with cost centre managers to establish procurement needs as directed by their operational plans • Meet with project office to establish projects that will need SCM involvement • Use the procurement to lead the drafting of specifications • Facilitate BSC in the approval of specifications • Development of all contracts for the appointed service providers. • Maintain and update supplier contract register • Ensure compliance with National Treasury, INSETA policies and internal controls on all SCM processes. 	
Responsibility:	FINANCIAL MANAGEMENT – SUBMISSION OF BUDGET TO SCM MANAGER
<ul style="list-style-type: none"> • Prepare required budget to run the specifications and demand management. • Report to internal and external stakeholders on the actual spent against the approved budget. • Facilitating of negotiations process with potential service providers to ensure value for money is obtained in procurement process. • Ensure service providers are appointed inline with approved budgets in the procurement. • Ensure the SCM system is cost effective and implement process to mitigate an potential fruitless wasteful, irregular and unauthorised expenditure. 	

Responsibility:	INTERNAL PROCESSES – REVISED AND WORKSHOP STANDARD OPERATING PROCEDURE AND OPERATIONAL PLAN	
<ul style="list-style-type: none"> • Review and update SCM standard operating procedure. • Conduct staff workshop on the standard operating procedures • Operate in accordance with the SOP and other internal controls processes. • Develop operational plan for demand management section 		
Responsibility:	GROWTH AND LEARNING	
<ul style="list-style-type: none"> • Develop and sign a performance contract with the supervisor • Identify personal development needs in the performance contract 		
REQUIRED QUALIFICATION		
Minimum Qualification Required:	A degree plus a certificate or diploma in supply chain management	
Qualification (Preferred):	A postgraduate qualification (NQF 7) in the Financial, Legal or SCM fields	
REQUIRED TECHNICAL / LEGAL CERTIFICATION		
Valid Driver's licence and own motor vehicle		
REQUIRED EXPERIENCE		
A minimum of 5 years of experience within the specialist level in the Public sector supply chain management, development of specifications and knowledge of the relevant legislation on public sector procurement.		
REQUIRED KNOWLEDGE		
<u>COMPETENCY</u>	<u>DESCRIPTION</u>	
Supply Chain Management	Knowledge and understanding of Supply Chain Management and processes; internal controls; budgeting processes and internal and external audit processes	
Legislative / Compliance / SCM	In depth knowledge of the PFMA; treasury regulations; PPPFA; BBBEE and other legislation impacting the organisations compliance requirements	
REQUIRED SKILLS		
<u>COMPETENCY</u>	<u>DESCRIPTION</u>	

Computer Skills	Advanced computer skills, include power point presentation and high level of written and verbal communication
Project Management Skills	Utilizing effectively the discipline of planning, organizing, and managing resources to bring a specific project's goals and objective to its successful completion.
People Management Skills	The ability to work in a team of people at various levels for optimal goal achievements
Analytical	The ability to analyse situations and to arrive at the best possible solution
Conflict Management	Ability to employ a range of skills like negotiation, mediation and diplomacy to eliminate conflict
Time Management	The ability to manage one's own time in the workplace efficiently through planning, monitoring, scheduling and prioritising one's functions
Communication	The ability to communicate effectively and efficiently at all levels in the organisation both in writing and orally
Interpersonal	The ability to interact with people at all levels in the organisation. It is important that the incumbent maintains professional relationships with all levels of stakeholders
REQUIRED ATTRIBUTES	
<u>COMPETENCY</u>	<u>DESCRIPTION</u>
Ethical behaviour	The incumbent occupies a position of trust will be required to live and exemplify the INSETA values. The incumbent will be required to advance the position of INSETA at all times and avoid all conflict of interest. As a person who provides advice to senior INSETA officials the incumbent must inspire trust and maintain the highest form of ethical conduct in his dealings with internal and external stakeholders
Attention to Detail / Detail Focused	The ability to attend to finite detail whilst executing outputs to ensure the quality of service delivery
Patience	The ability to listen and be empathetic to the needs and requirements of others
Pro-active	The ability to forecast occurrences and implement the necessary actions to overcome the occurrence
OTHER SPECIAL REQUIREMENTS	
The incumbent must be fully confident and capable of providing specialised advice on the SCM policy and processes	
DECISION MAKING	
Challenges in the job	
<ul style="list-style-type: none"> • Providing SCM advice to senior colleagues which might cause one to become 	

<p>unpopular (shoot the messenger syndrome)</p> <ul style="list-style-type: none"> • Dealing with aggrieved stakeholders who might challenge SCM decisions • Working in a fast-paced environment with quick turn-around times • Maintaining focus while reviewing voluminous tender documents and policies <p>Resources utilised</p> <ul style="list-style-type: none"> • National Treasury/ Legal Advisors –available for incumbent to consult with in areas where specialist opinions required • Escalate problems to Corporate Services Manager and Chief Operating Officer Planning cycle • Macro – plan on a quarterly and monthly basis for execution of RFQs and Bid processes • Micro – on a daily basis execute job functions.
ACCOUNTABILITY
<p><u>Jobholder accountability</u></p> <ul style="list-style-type: none"> • Pre-evaluation of bids for compliance • Provision of SCM advice orally and in writing • Approving SCM processes for compliance
COMMUNICATION
<ul style="list-style-type: none"> • Can approve and send out own communications • Verbal – liaise with various parties, internal stakeholders, suppliers and service providers. Presentations to key stakeholders. • Written – represent INSETA in written communications • Sends emails as required

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 20 October 2019.

INSETA reserves the right not to make an appointment.

No late applications will be accepted