



**The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005 as amended. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:**

**Senior Manager: Supply Chain Management**  
**Salary : R1 216 824 xv R1 433 355 per annum**  
**(3 – Years) Fixed Term Contract**  
**(Ref 2024/10/05)**

USAASA is seeking a seasoned Senior Manager: Supply Chain Management to provide leadership and specialist supply chain management services. This position assists the CFO with strategic leadership and management of the Supply Chain Management (SCM) Unit and ensure effective functioning of supply chain processes including sourcing, ordering, receiving, liaising with suppliers, contract monitoring, reporting on and ensuring compliance with supply chain management prescripts, policies, guidelines, practice notes, etc issued by the National Treasury, including co-ordinating the procurement of day-to-day goods and services. The position reports to the Chief Financial Officer (CFO).

**Minimum Requirements:**

**A. Relevant Qualifications**

- A National Diploma or Degree in Finance / Procurement Management / Supply Chain Management at NQF level 7.
- Postgraduate qualification(s) will be added advantage.

**B. Relevant Experience**

- At least 5 years public sector SCM/procurement experience with 3 years in a similar senior management position as well as a strong experience in the implementation of the PPPFA, PFMA, Treasury Regulations, and B-BBEE Act requirements in line with Procurement compliance.

**C. Relevant Knowledge**

- Extensive knowledge of Supply Chain Management in public entities.
- Proven track record of experience in the drafting, management, understanding and interpretation of procurement related best practices, prescripts, systems and processes, contracts, orders, and appointment letters.
- Extensive knowledge of dealing with Treasury Regulations, contracts and contract management, PFMA, PPPFA and B-BBEE.
- Extensive knowledge in analysing and interpreting relevant laws and regulations that governs SCM and procurement systems and processes.
- Extensive knowledge of contract management, PFMA, National treasury requirements.
- Sound knowledge of SAP ERP and/or similar procurement systems.

#### **D. Relevant Skills**

- Quick learner with the ability to handle multiple tasks simultaneously, maintain focus and adapt to a variety of challenges.
- Project management, problem-solving, analytical thinking, decision-making, and strategic leadership trades.
- Ability to work independently or within a team, work efficiently under pressure, highly driven and energetic individual.
- Organisation and administration skills with quick and innovative thinking.
- Good communication and presentation skills (verbal and written).
- Computer literate with extensive knowledge of MS 365 particularly excel, word, PowerPoint, SharePoint, OneDrive, and Teams.
- Integrity and the ability to deal with confidential information.
- Efficient with attention to detail.
- Client service orientation.

#### **Key responsibilities:**

- Analysing and interpreting the organisational strategic plan to determine the future trends, strategic direction, financial and legal implications for the Supply Chain Management Unit.
- Developing and reviewing procurement/SCM strategies, policies, procedures and practice notes in accordance with PFMA, Treasury Regulations and SCM Guidelines, to ensure efficient running of the procurement process.
- Provide strategic leadership and direction to procurement administration and Supply Chain Management.
- Ensuring compliance with National Treasury requirements, including inter alia PFMA, PPPFA, BBBEE, etc.
- Ensuring strict compliance with the rules of procurement processes and supply chain management cycle, and compiling, maintaining and reporting on the level of compliance.
- Daily management of incoming requests from end users ensuring timeous turn around.
- Scrutinising terms of reference/specifications for compliance.
- Checking completeness of documentation and compliance against Supply Chain Management principles & thresholds.
- Requesting price quotations for goods, services and works required by client offices in accordance with approved TOR/Specifications.
- Evaluating received quotations.
- Enforcing compliance in terms of Supply Chain Management policies and prescripts.
- Liaising with suppliers and managing internal and external customer/supplier relations.
- Implementing effective document control and filing systems.
- Compiling procurement reports and undertaking compliance monitoring checks.
- Assisting in the identification and determination of irregular and fruitless and wasteful expenditure.
- Developing and ensuring timely submission of procurement plans and related reports to the relevant structures and authorities.
- Conducting regular monitoring and reporting on procurement plan, contract management, and compliance with laws and regulations.
- Ensuring that the National Treasury approved databases (Central Supplier Database) are utilised effectively in the sourcing of quotations and that client expectations are met.
- Providing support in maintaining effective systems and procedures for the procurement of goods and services.

- Ensuring proper administration and record keeping of the supply chain management policies and processes, records and reports, as well as ensuring that all internal stakeholders understand and follow the required processes.
- Compiling and reporting on all Supply Chain Management activities for internal and external stakeholders e.g. BBBEE spend, procurement compliance, contract spending etc.
- Training staff on Supply Chain Management policies and procedures and enforcing adherence and compliance.
- Performing evaluation of and reporting on service provider performance.
- Identifying and implementing optimisation strategies for procurement.
- Undertaking necessary administrative duties related to procurement activities and SCM committees.
- Ensuring that supplier deliveries are in line with contract deliverables or obligations, e.g. price, quality, quantity, etc.
- Holding suppliers accountable to agreements – price, quality, service, delivery times, etc.
- Constantly scan environment for better suppliers, products, market trends, etc.
- Leading the SCM team in executing best practices and measuring performance through agreed upon Key Performance Indicators (KPIs).
- Ensuring good governance and compliance with proper administration, audit records, as well as legislative requirements.
- Establishment and implementation of invoice, contracts, deviation, etc compliance checklists and registers.
- Receiving and reviewing submitted tenders/proposals for SCM compliance against the requirements defined in the Terms of References or Calls for Proposals.
- Conducting SCM compliance checks for contracts that have been awarded and contracts on the contracts register to ensure compliance with the SCM policy.
- Leading administrative and supply chain management financial -year-end activities and responding to audit queries to ensure a clean administration.

### ***Selection Assessment:***

As part of the interview process, all the shortlisted candidates will be requested to write timed online assessment before the interview. This assessment shall represent 50% of the interview scoring process.

### **Applications:**

Application letters accompanied by a comprehensive curriculum vita, certified copies of qualifications and identity document, should be forwarded for the attention of Ms Sharonne Scheepers to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za) or hand delivered to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

**Closing Date:** 22 November 2024

**Note:** Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful. Short-listed candidates must be prepared to consent and be subjected to necessary security vetting.

**Enquiries:** Sharonne Scheepers (Recruitment & Selection), Tel. (011 564 1653)

