



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 2025/02/03)

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 / Logistics and/or Supply Chain Management or any related degree at NQF level 7.
- A Postgraduate Finance / Procurement Management / Logistics and/or Supply Chain Management or any related degree at NQF level 8.

B. Relevant Experience

- A minimum of (7 to 10) years demonstrated experience in Supply Chain Management of which five years should be at Middle/ Senior Management Level.
- Membership of a professional body in the SCM field will be an added advantage.
- Extensive and in-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Policy and Supply Chain Framework.

- Knowledge for Code of Conduct for Supply Chain Management Practitioner

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

- 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:

Manage the implementation of the Supply Chain Management (SCM) strategy: • Monitor the implementation of the operation plan for the business unit to support the achievement of the strategic objectives. • Manage, monitor and review the business unit's policies, procedures and processes, in accordance with best practice and legislation • Manage the implementation of an effective short, medium and long term operation strategy for the business unit. • Conduct benchmarks on new development in practices to improve the effectiveness and efficiency of the organisation. • Manage the provision of best practice regarding business unit functions to all stakeholders. • Manage the implementation of a management effectiveness and leadership strategy • Engage in strategic relationships with relevant stakeholder to serve the interests of the

organisation. • Monitor compliance with relevant legislation throughout all business unit functions
• Analyse service delivery gaps and challenges and implement remedial action strategies
Manage the quality of service provided to internal and external customers/ clients
/shareholders. • Manage the mitigation of identified risks. • Ensure information flow to and
alignment with all stakeholders to ensure effective engagement • Conduct trend analyses and
forecasting

Facilitate the procurement of good and services:

- Develop and monitor the implementation of the Supply Chain Management policy and strategy
- Manage the needs analysis and financial planning.
- Complete bid documents, receiving, registering and opening of proposals
- Manage the database of service providers Manage the sourcing of suppliers and analyzing of quotations
- Monitor SCM risk and performance

Manage logistics and assets in order to comply with the Public Finance Management Act (PFMA) and other supply chain management regulations:

- Manage stocktaking and account management • Manage the rendering of requisitions, ordering, receipts, and distribution of goods • Manage the rendering of the warehouse management services
- Develop and implement an asset disposal strategy and processes.

Manage the contract management of externally provided services:

- Review standards and specifics terms and conditions with suppliers • Manage the creation of contracts (services level managements) • Manage contracts pricing and products • Manage delivery against contracts

People Management

- Ensure the development and management of employees within the business unit • Implement and maintain a relevant management approach to support effective business unit • Develop and sustain a culture of high performance, professionalism and integrity to support the overall quality of service delivery • Ensure the control of budgeting and expenditure processes in line with strategic objectives and relevant legislation. • Ensure the effective utilization of all other resources (including information security, Assets, infrastructure, etc.) with in business unit. • Ensure employment equity compliance • Facilitate staff productivity and efficiency minimizing absenteeism and turnover figures

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 recruitmentscm@usaasa.org.za or hand delivered to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

Closing Date: 30 March 2025

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)

