



JOB PROFILE

A. Post Information	
Post Title	Manager: Administration and Supply Chain
Component	Corporate and Financial Support Services Division
Location	Head Office - Johannesburg
Post Reports To	Head of Corporate Services

Job Profile Verification	
Profile Verified By:	Rachel Cham
Date Verified:	February 2023

Job Profile Validation	
Profile Validated By:	Naledzani Mukwevho
Date Validated:	22 August 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

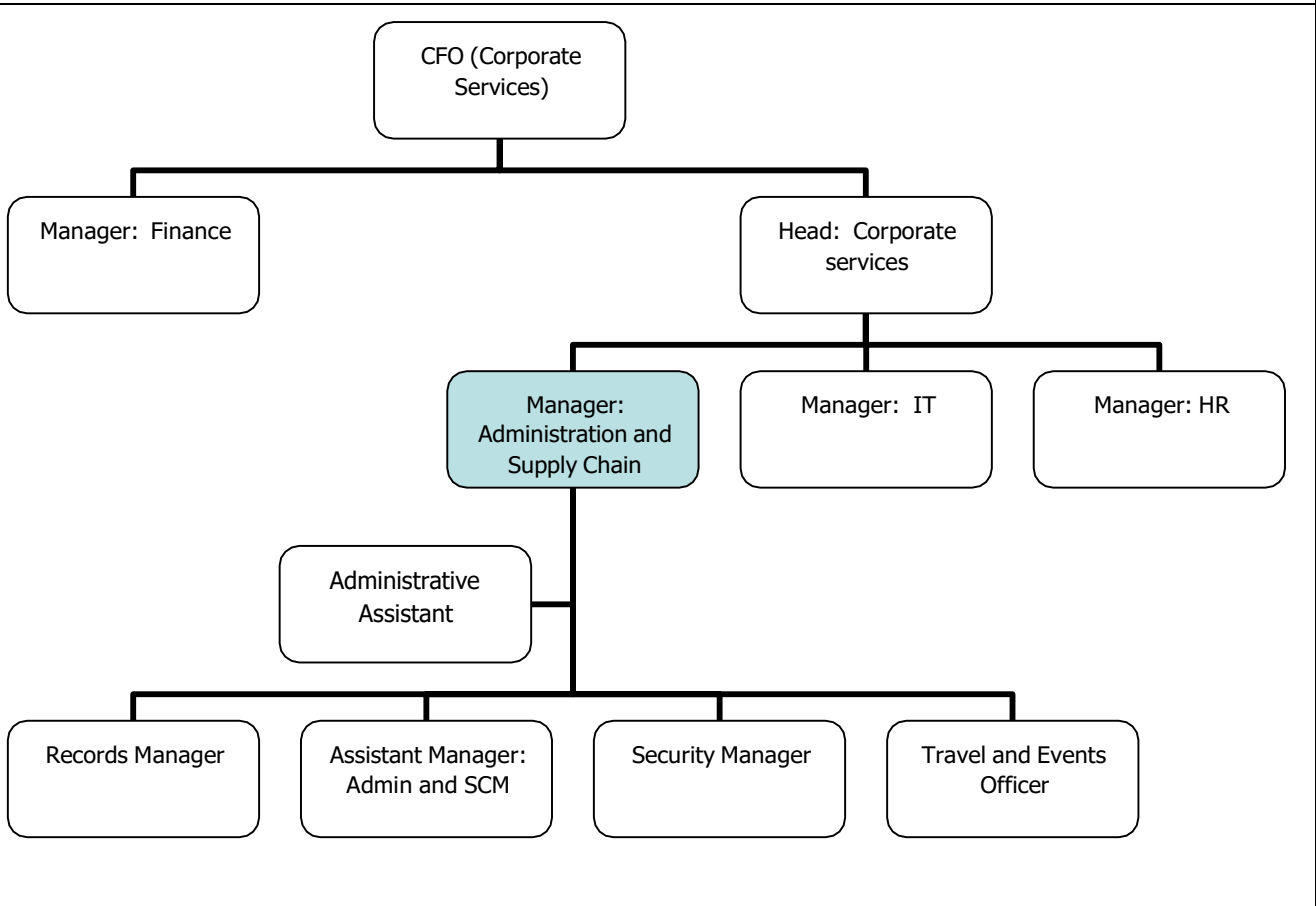
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

Management of Supply Chain Management and various administrative activities .

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Lead and manage the unit in an effective and efficient manner.	1.1	Manage the development of annual performance plans and operational plans for the Supply Chain Management unit
		1.2.	Ensure the implementation of the operational plan of The Supply Chain Management unit through the effective definition of performance targets and measures to evaluate success
		1.3	Measure and monitor achievement of strategic objectives of the Supply Chain Management unit and take corrective actions where required.
		1.4	Responsible for the management of the budget of the Supply Chain Management unit and ensuring that expenditure is in line with budget limits.
		1.5	Plan, organise and control activities and resources pertaining to the functions of the Supply Chain Management unit.
		1.6	Oversee and manage the human resources within the Supply Chain Management unit in an efficient and effective manner.
		1.7	Ensure good governance within the Supply Chain Management unit in line with relevant legislation, regulations, and policies.
		1.8	Manage the performance of all direct reports.
2	Ensure the provision of an effective supply chain management services	2.1	Manage and oversee the provision of a bid/tender administration service
		2.2	Ensure the development and maintenance of a supplier database and procedures, in relation to supply chain/procurement issues.

		2.3	Ensure compliance to PFMA, PPPFA, BBBEE, and Supply Chain Management Treasury instructions and guidelines.
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D. Key Responsibilities			
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
		2.4	Manage and implement a procurement system, which is fair, equitable, transparent, and cost effective.
		2.5	Develop and monitor the implementation of the Commission's Supply Chain Management strategy and plan.
		2.6	Ensure that contract documents are compiled and signed by the relevant delegated authorities and that there is effective contract administration.
		2.7	Ensure the effective management and implementation of the tendering processes and procedures within the Commission.
		2.8	Ensure the implementation of procurement risk management and internal controls.
		2.9	Ensure sound control of procurement of goods and services within the department.
		2.10	Develop/review Supply Chain Management Policies, procedures and processes.
		2.11	Ensure the effective management and maintenance of the Logistical Information System (LOGIS).
		2.12	Develop, maintain, and ensure effective implementation of logistical processes such as order, store and payment processes.
3	Ensure the provision of effective and efficient facilities management and office support services	3.1	Manage the delivery of switchboard and reception services.
		3.2	Ensure proper maintenance of the Commission's buildings in line with relevant legislation and policies/ Ensure the provision of effective building maintenance

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Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
			services
		3.3	Ensure the provisioning of office space for the Commission.
		3.4	Manage and oversee the provision of effective cleaning services.
		3.5	Ensure the provision of effective security management services to the Commission and ensure successful implementation of the Minimum Information Security Standards (MISS) guidelines.
4	Manage the provision of effective travel and events coordination services within the Commission	4.1	Manage the rendering of effective travel services to the Commission.
		4.2	Ensure the effective management of pool vehicles.
		4.3	Oversee the provisioning of events management support services to the Commission.
5	Provide an effective movable asset and liability management service	5.1	Develop and monitor the implementation of policies to ensure effective control over the movable assets of the Commission.
		5.2	Establish and maintain an accurate asset register for the Commission.
		5.3	Ensure the coordination and verification of loss and disposal of movable assets.
		5.4	Ensure that financial statements with regard to assets are compiled in terms of National Treasury prescripts.
		5.5	Ensure proper planning for the acquisition of assets, including the need to consider alternative strategies.
		5.6	Ensure the optimal utilisation of the Commission's

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Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
			assets.
		5.7	Monitor and report shortages, surpluses and losses related to stock.

No.	KPA Description	No.	Activity Description
6	Management and administration of the Commissions' documents	6.1	Oversee the development and review of policies within the SAHRC that are in line with the National Archiving Act.
		6.2	Oversee the management and administration of the Commission's document

E. Advisory Responsibility	
Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.	
To Whom	Type of Advice/ Information
Chief Executive Officer, Commissioners, Senior Managers (include Provincial Managers) and Staff	<ul style="list-style-type: none"> Obtain information to understand the requirements of the institution Provision of information in relation to the core functional areas for which this post is responsible
External institutions (vendor and suppliers)	<ul style="list-style-type: none"> Service delivery, knowledge sharing, business development, customer liaison

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	<ul style="list-style-type: none">• 6 (including 1 administrative assistant)
Number of staff indirectly managed	<ul style="list-style-type: none">• 7
Financial accountability	<ul style="list-style-type: none">• TBC

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Negotiations skills • Financial management • Client orientation and customer focus • Knowledge management • Problem solving and analysis • People management and empowerment • Communication • Change management • Service delivery innovation • Honesty and integrity
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A B Com or a Degree in Supply Chain Management. • Knowledge of the principles and techniques of administrative management including planning and organising, staffing, training, budgeting, and reporting. • Knowledge of the principles and techniques of financial management. • Knowledge of office planning and management. • Knowledge of the principles of office management including workflow, forms, supplies, equipment, and procedures relating to filing, record keeping, correspondence. • Knowledge of the relevant policies, procedures, and regulations of administrative and commission programmes. • Knowledge of supervisory techniques, personnel policies, and procedures. • Knowledge of supply chain management principles, legislation and policies. • Knowledge of security management principles, legislation and

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
	<p>policies.</p> <ul style="list-style-type: none"> • Knowledge of logistics management principles, legislation and polices. • Should be able to: <ul style="list-style-type: none"> ○ link various related components of performance monitoring and evaluation together (for example, the inputs, processes, activities, outputs, outcomes, and impacts that constitute projects, programmes, and services), to form an integrated whole or system. ○ set up & manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> ▪ identify performance information requirements. ▪ design performance reports (including system reports) to provide high quality performance information for all reportable areas under their control. ▪ design performance measurements & scores. ▪ analyses, interpret & evaluate performance reports. ▪ communicate performance information effectively. ▪ produce the performance results to the standard, & within the timeframes required. • Applied understanding of: <ul style="list-style-type: none"> ○ the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting, including Section 38(1)(a)(i) & (b) Section 40(3) (a) of the PFMA, & National Treasury Regulation 5.3.1 for Constitutional Institutions; ○ Government Guide to the Outcomes Approach (2010). ○ Framework for Managing Programme Performance

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
	<p>Information (National Treasury, 2007).</p> <ul style="list-style-type: none"> ○ New Framework for Strategic Plans & Annual Performance Plans (National Treasury, 2010). ○ Statistics SA Statistical Quality Assessment Framework (2008). ○ National Archiving & Records Service of South Africa Standards for Records Management (NARSSA, 2007). <ul style="list-style-type: none"> ● Understand the electronic system/s used in their area of responsibility, in order to: <ul style="list-style-type: none"> ○ ensure the quality of the data. ○ set access levels & authorize data corrections. ○ maintain the integrity of the system; and ○ identify/specify required system design changes to match the operational process & reporting requirements.
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> ● At least 5 years relevant Supply Chain & administrative experience at a managerial level

H. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date