

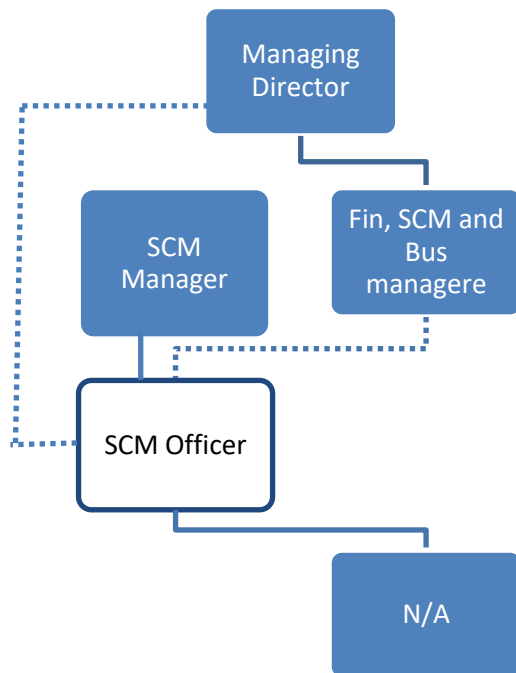
JOB DETAILS

JOB TITLE: Supply Chain Management Officer
DEPARTMENT: Supply Chain Management
DIVISION: Space Science
LOCATION: Hermanus
NAME OF INCUMENTS:
APPROVED GRADE:

PRIMARY PURPOSE OF THE JOB:

To procure goods and services for SANSa Space Science and ensure compliance with National Treasury regulations on procurement. Responsible for logistics management, administration of the supplier database and to serve as the Bid Specification and Evaluation Committee Chairperson.

POSITION IN THE ORGANISATION:



IMPORTANT CONTACTS:

Advises:

Business Units
 Management team

Liaises with:

Management
 Other directorates
 Service Providers
 Business Units
 Suppliers
 Bid Committees

KEY PERFORMANCE AREAS

KPA 1: Demand Management
 KPA 2: Acquisition
 KPA 3: Logistics
 KPA 4: Reporting
 KPA 5: General Administration

KEY PERFORMANCE AREAS

Note: The following list of Key Performance Areas and job activities are not exhaustive. SANSA may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key:

KPA: What their area of responsibility includes

Job Activities: How they will go about implementing the KPA

KPI: How will we know the key performance area has been performed successfully?

Key Performance Area (KPA)	Job Activities	Key Performance Indicator (KPI)
1. Demand Management	<ul style="list-style-type: none"> • Conduct a market and industry analysis • Continually research new vendors and products to obtain best-value purchasing for SANSA 	<ul style="list-style-type: none"> • Market and industry analysis conducted in accordance with policies and procedures aligned to best practice
2. Acquisition	<ul style="list-style-type: none"> • Execute the bid/quotation process for all procurement thresholds in accordance with entity policies and procedures and compliant with applicable legislative framework. This includes the: <ul style="list-style-type: none"> - compilation of documentation and advertisement - opening and processing bids/quotations - evaluation of bids/quotations - compilations of recommendations • Conduct research on deviations • Advise staff on SCM requirements regarding deviations and variation orders • Attach and distribute all supporting documents including proof of SSP • Getting relevant approvals and SBD and ensure tax compliance before PO is created • Recording all deviations and reporting on a monthly basis • Drafting the variation orders • Serve as Chairperson and advisor of the BSC and BEC 	<ul style="list-style-type: none"> • Bid/quotation process, including deviations and variation orders effectively executed, according to entity policies and procedures and compliance with legislation • Well prepared for meetings
3. Logistics	<ul style="list-style-type: none"> • Procurement of source documents are verified, captured and authorized in accordance with entity policies and procedures and compliant with applicable legislative requirements • Place order with the supplier and follow up on deliveries 	<ul style="list-style-type: none"> • Procurement in accordance with entity policies and procedures and compliance with legislation
4. Reporting	<ul style="list-style-type: none"> • Report on supply chain management information as required as per the attached list of report in compliance with entity policies and procedures and applicable legislative requirements 	<ul style="list-style-type: none"> • SCM Information reporting in accordance with entity policies and procedures and compliance with legislation

Key Performance Area (KPA)	Job Activities	Key Performance Indicator (KPI)
5. General Administration	<ul style="list-style-type: none"> • Filing and ensure proper document management • Liaise with suppliers with regards to procurement queries and issues • Assist suppliers registering on the central supplier database • Maintain proper audit trail and reports • Minute taking and file accordingly • Utilise the ERP system for provisioning, procurement and reporting 	<ul style="list-style-type: none"> • Proper and user-friendly filing system • Timely liaison and follow up with suppliers and resolved queries and issues • Provision and reporting in compliance with user and legislative requirements

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Diploma or B Degree or equivalent in Logistics / Commercial studies / Business management / Administration / Procurement, with a minimum of two years' related experience within the procurement and supply chain management field.

LANGUAGE SKILLS:

Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

NUMERICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardised situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of:

- Order Processing system
- Database software
- Internet explorer software
- Microsoft Outlook or related software
- Microsoft Excel spreadsheet software
- Microsoft Word processing software
- Microsoft PowerPoint presentation software

PROFESSIONAL REGISTRATIONS:

N/A

LICENSES:

N/A

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is:

- Often required to sit, walk, use hands and fingers, and talk and hear;
- Occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel or crouch; and lift up to 10 kilograms.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMPETENCY PROFILE

The following competency can be used to guide selection and development decisions.

KEY:

Importance of competency	3 = Critical competency	2 = Important but can be trained	1 = Nice-to-have	
Level of competence required to perform optimally in the role*	B = Basic	M = Moderate	S = Superior	A = Advanced

THINKING COMPETENCIES	Description (Further description of competency in relation to the position)	Importance	Level
Analysis and problem solving	Breaks down and analyses information effectively. Identifies the causes of problems and proposes realistic and practical solutions to address them.	3	M
Judgement and decision making	Exercises good judgement in making decisions considering all the available sources of information and alternatives. Expresses clear and rational reasons for taking a decision.	3	M
Information seeking	Seeks out and gathers information necessary to achieve objectives, using a variety of approaches and a range of sources.	3	S
RELATING COMPETENCIES	Description	Importance	Level
Proactive communication	Actively keeps people informed and openly communicates relevant information to others. Listens well and takes others' views and perspectives into consideration.	3	A
Written communication	Communicates information in a written format in a clear, concise and unambiguous manner. Structures the communication so that it holds the attention of the reader.	3	S
Oral communication	Communicates information verbally in a clear and confident manner. Adapts language to the audience and checks understanding.	3	S
Negotiation	Recognises the goals and objectives of the different parties. Negotiates mutually acceptable solutions through compromise and creates 'win-win' situations.	3	M
Developing relationships	Easily establishes and develops effective and positive professional relationships with others.	2	S
LEADING COMPETENCIES	Description	Importance	Level
Directing others	Provides clear instructions and direction to others. Adapts their leadership style according to the individual or situation.	2	M
Managing conflict	Effectively identifies and manages disagreement between others. Resolves conflict through open discussion and diplomacy.	2	M
SELF-MANAGING COMPETENCIES	Description	Importance	Level

	Stress tolerance	Maintains a calm, controlled and positive manner when under pressure and remains focused on the task.	3	S
	Drive and persistence	Demonstrates resilience when faced with setbacks. Shows tenacity and continues to strive to reach goals, despite obstacles.	3	S
	Energy	Displays an enthusiastic and committed approach, sustaining a high work rate over a long period of time.	3	S
	Self-confidence	Demonstrates a belief in their own worth and abilities even when placed in uncertain or new situations.	3	S
	Integrity	Maintains high standards of honesty and trustworthiness. Considers ethical implications of issues and decisions while remaining pragmatic. Uses appropriate opportunities to bring difficult or sensitive issues into the open.	3	A
	Reliability	Consistently delivers on agreed objectives and expectations. Meets commitments and takes responsibility for their personal performance.	3	S
	ACHIEVING COMPETENCIES	Description	Importance	Level
	Planning	Plans work to meet defined objectives. Schedules in advance the steps and resources required in a task or project. Builds in contingencies.	3	M
	Organising and prioritising	Organises information and resources effectively. Prioritises tasks according to their urgency and/or importance.	3	S
	Quality focus	Maintains high quality standards in the output they produce and encourages others to meet similar standards. Consistently evaluates work to achieve excellent results.	3	S
	Detail focus	Demonstrates a high attention to detail, ensuring the accuracy of work completed.	3	S
	Customer focus	Identifies and understand the customer's needs. Focuses on meeting those needs and ensuring both satisfaction and a continuing business relationship.	1	M
	Commercial focus	Demonstrates a practical understanding of and focus on both short and long-term commercial and business issues.	3	B
	Technical and professional knowledge/skills	Demonstrates technical and professional knowledge and skills relevant to the role. Builds on these knowledge and skill areas and shares them with others.	3	S

APPROVED BY:	
Job holder/ incumbent: _____	Manager: _____
Job Title: _____	Job Title: _____
Signature: _____ Date: _____	Signature : _____ Date: _____
CEO / HR:	
Name: _____	Signature: _____ Date: _____
PREPARED BY: Lizelle Wilbers, Work Dynamics Pty Ltd.	DATE: __February 2018__
DATE LAST REVIEWED: _____	

Additional Responsibilities