

## EXTERNAL ADVERT

<b>Location:</b>	<b>Centurion</b>
<b>Division:</b>	<b>Chief Financial Office (Procurement)</b>
<b>Date last modified:</b>	<b>August 2024</b>
<b>Reports to:</b>	<b>Senior Manager: Supply Chain Management</b>
<b>Nature of employment:</b>	<b>Permanent</b>
<b>Total Guaranteed Pay:</b>	<b>Market related</b>

### [SENIOR PROCUREMENT SPECIALIST]

The purpose of this role is to:

- Provide expert advice and inputs with regards to the organisational supply chain management strategy, governance, contract management and tactical plans to align with organisational goals, objectives, and targets.
- Provide Advisory and support to the SCM team unit and the Senior Manager: SCM in the overall responsibility to execute the demand planning activities and contract management in accordance with prevailing regulatory frameworks and best practice.

### THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

#### 1. Supply Chain Advisory Services

- Provide expert advisory and promote the sphere of influence of supply chain management amongst relevant stakeholders.
- Foster relationships with National Treasury to understand SCM regulatory frameworks and Instruction Notes and to proactively influence legislation that impacts upon TCTA operations.
- Be alert to all changes in legislation impacting Supply Chain and advise SCM and the organisation of these changes and the impact thereof.
- Update Policies and Procedures in accordance with all changes in legislation impacting Supply Chain.
- Provide compliance advice in the preparation of bid documentation for the procurement of infrastructure and general goods and/or services.

#### 2. Efficiency and Optimisation of the end-to-end Procurement Management System and processes

- Assess the need for technology adoption in SCM processes and oversee the enhancing of the system towards the end goal of 100% automation as well as seamless, efficient processing of all procurement.
- Assess the reports available on technology platform (s) and adjust where necessary to ensure that sufficient reporting is available to improve efficiencies as well as to provide relevant management information
- Oversee Contract Management function and related reporting.
- Conduct compliance reviews and provide recommendations for improvements.

#### 3. Capacity Building

- Provide in-house training, to both the SCM team as well as the broader organisation (especially Bid Committee members) on matters related to procurement, contract management and ensure the TCTA community is aware of developments within the field of supply chain.

#### **4. Demand Management & Planning**

- Develop and implement instruction(s) and process outline for demand planning
- Draft an integrated Procurement Plan
- Monitor compliance with the procurement plan and implement corrective/mitigating strategies where there are delays.
- Optimise demand planning and management processes

#### **5. Manage Irregular, Fruitless and Wasteful Expenditure (IFWE)**

- Review and update Policies and procedures for the management of IFWE
- Develop and update appropriate templates for the management of IFWE
- Manage the whole IFWE cycle and compile appropriate reports in accordance with the prevailing regulatory frameworks
- Serve as SCM's representative in TCTAs Loss Control Committee (LCC)
- Provide awareness sessions on the management of IFWE to TCTA.

#### **MINIMUM REQUIREMENTS**

- Honours degree in Law or Commerce, Built Environment or similar
- At least ten (10) years' experience in the PFMA supply chain / procurement environment
- A track record of successfully building and developing a supply chain management system and processes.
- Implementation of the enterprise and supplier development programmes
- Proven expert status by noteworthy input into prevalent legislation and advisory role in formulating policies / guidelines / etc.
- Proven expert experience in Contract Management, SCM Governance and Compliance
- Proven experience in Demand planning and Management. Experience of procurement in a construction and engineering projects environment will be an advantage.
- Proven experience in managing Irregular, Fruitless & Wasteful expenditure process.

Please email your CV accompanied by Cover Letter to [careers@tcta.co.za](mailto:careers@tcta.co.za) the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on [sshabalala@tcta.co.za](mailto:sshabalala@tcta.co.za).

**TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;**

**If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.**

**All appointments shall be subject to Competency Assessments.**

***A detailed job profile is available on request.***

**Closing date: 21 August 2024**

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