



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

MANAGER: SUPPLY CHAIN

Purpose of position

To plan, develop, optimise, organise, manage and evaluate the supply chain processes within GEP.

Key Responsibilities:

- Co-ordinate the supply initiatives of GEP in line with strategic objectives of the entity facilitating allocation and control of finances in line with legislation, regulation such as PFMA and National Treasury guidelines.
- Develops procedures for coordination of supply chain management with other functional areas.
- Designs and implements supply chain that supports business strategies adapted to changing market conditions.
- Responsible and accountable for implementation of Supply Chain Management strategy and plan.
- Develops and implement procedures or systems to evaluate or select suppliers in compliance with treasury regulations.
- Negotiates prices and terms with suppliers
- Regular meeting with suppliers to discuss performance metrics, Performance feedback or to discuss changes.
- Monitors supplier performance to assess ability to meet quality and delivery requirements.
- Reviews or updates supply chain practices in accordance with the new or changing environmental policies, standards, regulations and laws.
- Appraises vendors to assess suitability
- Manages stakeholder relations in accordance with policies, procedures and legal requirements.
- Manages employees in the functional area and their performance.
- Advise on matters of Supply Chain ensuring support in the institutionalisation of supply chain operations reference models. Analysis of Supply chain practices in GEP, Optimisation of supply chain practices at GEP in alignment with National and Provincial practices.

- Supply Chain championship to the directorate through coaching on supply chain processes, including the impact Supply Chain practices on short and long term financial position of GEP.
- Implement co-ordinate statutory requirements for the department, such as Audits and related matters. Provide for day to day Supply Chain activities, ensuring that policies, procedures and systems are utilised in the production of quality, verifiable, quantifiable accurate Supply Chain reports.
- Ensure accurate and timely preparation of supply chain reports to the respective authorities. Ensure risk management, compliance with legal and regulatory compliance as required for all supply chain matters of GEP.

Minimum Requirements

- A Bachelor's degree in Supply Chain, Purchasing Management or relevant equivalent.
- Proven management Supply Chain experience in a Government or Parastatal environment is essential.
- Minimum 8 years' experience in Supply chain Management with 3 years at Supervisory level
- A valid Code EB driver's licence

Competencies (Knowledge, Skills and Attitudes)

- Risk Management
- Environmental Scan
- Relationship Management
- Planning
- Integrity
- Results driven
- Analytical

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: recruitment@gep.co.za, with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.