



The South African Council on Higher Education (CHE) is an independent statutory body established by the Higher Education Act (Act No. 101 of 1997). As the Quality Council for Higher Education in terms of the National Qualifications Act (Act No. 67 of 2008) it advises the Minister of Higher Education and Training on all higher education issues and is responsible for quality assurance and promotion through the Higher Education Quality Committee.

**Applications are invited from interested and suitably qualified candidates for appointment to the following position:**

**SUPPLY CHAIN MANAGER  
CORPORATE SERVICES  
TOTAL COST OF EMPLOYMENT PACKAGE:  
R612 822 – R721 878 PA**

The Corporate Services Directorate is responsible for the efficient and effective provision of corporate services – administrative, financial, technical and professional, to support the discharge of the core mandate of the CHE.

**Reporting to the Chief Financial Officer, the successful candidate will be responsible for the following:**

- Provide strategic leadership to the supply chain function;
- Develop and implement the SCM strategy;
- Manage procured goods and services for the CHE;
- Ensure that systems and processes are implemented within the directorate in order to deliver the required service levels;
- Ensure and enforce the necessary internal controls required for the directorate;
- Ensure adherence to Supply Chain Management (SCM) Policy, the Preferential Policy Framework, the PFMA and other applicable legislation when goods and services are procured;
- Provide monthly reports as required by the CFO and in line with National Treasury guidelines;
- Manage the tendering and bidding processes and advise Senior Management on the terms of references of the technical specifications;
- Ensure the development of staff on the application of SCM policies and related legislation;
- Ensure effective contract management;
- Ensure verification of assets are conducted in line with the provisions of Generally Recognised Accounting Principles (GRAP) and National Treasury norms and standards;
- Ensure continuous development and reviewing of all supply chain related policies in line with Treasury legislation and the PFMA;
- Ensure compliance with risk management in relation to SCM related matters;
- Manage relations with internal and external stakeholders;
- Ensure awareness on internal control measures;
- Ensure development and training of subordinates;

### **The successful candidate should have:**

An Honour's degree in Supply Chain and Procurement Management or equivalent 6 years' experience in Supply Chain Management, two of which are at management level. Experience in the public service is essential.

### **Competencies (knowledge/skills/attributes):**

#### **The candidate must demonstrate the following competencies:**

Integrity, customer oriented; analytical ability; deadline driven; ability to work under pressure; Advanced MS Office proficiency; knowledge of PASTEL would be advantageous; numeracy skills; attention to detail; writing skills; communication skills and report writing.

### **APPLICATION PROCEDURES**

To apply please submit a completed job application form available from the CHE website ([www.che.ac.za/newsroom/vacancies](http://www.che.ac.za/newsroom/vacancies)), a CV and certified copies of qualifications accompanied by a detailed motivation regarding your suitability for the position, as well as how you meet each of the stipulated requirements. The names and contact numbers of three work related referees should be provided.

**Applications not on the prescribed application form and submitted without the certified copies attached will not be considered.**

**Applications must be forwarded to Affirmative Portfolios, for attention Sacha Meyerson via e-mail to [recruitment@affirm.co.za](mailto:recruitment@affirm.co.za) by fax to 086 608 1238 or hand delivered to 1st Floor, Block A, 66 Rivonia Road, Sandton.**

Correspondence will be limited to shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. Shortlisted candidates will be required to undergo psychometric tests and competency assessments to determine their suitability for employment.

Further details pertaining to conditions of service including remuneration are available from +27 12 349 3872 or email [Mashiane.m@che.ac.za](mailto:Mashiane.m@che.ac.za) The CHE is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.

**Closing date: 10 March 2017. No late applications will be considered.**

