

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education, training and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the *Nursing Act, 1944* (Act No. 45 of 1944), and currently operating under the *Nursing Act, 2005* (Act No. 33 of 2005). The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply.

#### **EXTERNAL ADVERTISEMENT**

<b><u>DATE ISSUED</u></b>	<b>: 17 DECEMBER 2023</b>
<b><u>DEPARTMENT</u></b>	<b>: SUPPLY CHAIN MANAGEMENT</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: MSCM/001/12/2023</b>
<b><u>POSITION</u></b>	<b>: MANAGER: SUPPLY CHAIN MANAGEMENT</b>
<b><u>REMUNERATION</u></b>	<b>: R 921 941. 47 TOTAL COST TO COMPANY (TCTC) PER ANNUM</b>
<b><u>CLOSING DATE</u></b>	<b>: 19 JANUARY 2024</b>

#### **MINIMUM REQUIREMENTS:**

- Grade 12
- Degree in Supply Chain Management/Logistics Management/Public Management/ Administration Purchasing/Procurement or equivalent.
- Minimum of 8 years' experience within SCM environment dealing with demand, acquisition, contract assets and stores or inventory management in corporate organisation, public or state-owned entities/organs of states.
- Minimum of 3 years' experience as a team leader/supervisor within SCM environment dealing with demand, acquisition, contract assets and stores or inventory management in corporate organisation, public or state-owned entities/organs of states.
- Valid driver's licence.

#### **ADDED ADVANTAGE REQUIREMENTS**

- Valid registration with the relevant professional body.
- More than 8 years' experience within SCM environment dealing with demand, acquisition, contract and stores or inventory management in corporate organisation, public or state-owned entities/organs of states.
- More than 3 years' experience as a team leader/supervisor within SCM environment dealing with demand, acquisition, contract assets and stores or inventory management in corporate organisation, public or state-owned entities/organs of states.



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- Post graduate qualification in Supply Chain Management/Logistics Management/Purchasing/Procurement or equivalent.

#### **REQUIRED KNOWLEDGE**

- Service Level Agreement Management
- SCM Policies, Procedures, and business processes
- Irregular expenditure and fruitless and wasteful expenditure
- Invoice processing payment preparation
- Supplier database updates and registration
- Assets management and disposal
- Risk Management
- Demand and Procurement plan development
- SCM Strategy Development
- Inventory Management
- IT and Information Management
- Business report writing
- Corporate Governance
- Project Management
- Contract management
- Bid committees
- Management of service providers performance

#### **REQUIRED COMPETENCIES/ SKILLS:**

- Strategic capability and leadership
- People management and empowerment
- Programme and project management
- Financial management
- Change management.
- Knowledge management
- Service delivery innovation
- Problem solving and analysis
- Client orientation and customer focus
- Communication; and
- Honesty and integrity.

### **KEY PERFORMANCE AREAS:**

- Contribute to the development of the SANC strategic plan, Annual Performance Plan and Annual Operational Plan (Service Delivery and Budget Implementation Plan).
- Develop and implement the Supply Chain Management Departmental Strategy and Annual Operational Plan.
- Manage various bid committees (Bid specification, Bid evaluation and Bid adjudication Committees) and ensure that there is an appointed secretariat for Committees to coordinate meetings, take minutes and take resolutions.
- Compile and manage annual calendar of various bid committees.
- Develop and implement SANC Annual Demand and Procurement plans.
- Develop and implement policies, Standard Operating Procedures, business processes, internal controls, and guidelines relevant to the Supply Chain Management Section to enable the organization to achieve its strategic objectives.
- Ensure effectiveness and efficiency of operations within the Supply Chain Management Section (Including the following Subsections: Procurement, Demand and Contract, Inventory, and asset management).
- Co-ordinate and direct the Supply Chain Management function (Demand, Acquisitions, Logistics, Disposal and risk management, Contract, and overall Supply Chain Management performance) for the SANC.
- Compile Council and Committee reports for the office of the Chief Financial Officer (CFO) for approval.
- Manage the risk for the areas of responsibility within the SANC.
- Perform ad hoc tasks as delegated by the line manager/supervisor.
- Manage resources (human resources, financial resources, physical and information resources).

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website (<https://www.sanc.co.za/vacancies/>). Applications must be e-mailed [mscm@sanc.co.za](mailto:mscm@sanc.co.za)

**Incomplete applications or those which do not meet the above requirements will not be considered.**

The application must include only a fully completed and signed SANC Form, obtainable from the South African Nursing Council (SANC) website and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications, professional affiliation certificate

as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to the Human Resources Department on or before the day of the interview date. Failure to do so will result in your application being disqualified.

Furthermore, where applicable, all applications must be accompanied by proof of professional registration and foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens. The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation.

Please note: Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. therefore, is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Mr Phuti Mahanyele at Tel. no. (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.