

Vacancy at the SANC

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:

POSITION: SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT

EXTERNAL ADVERTISEMENT

<u>DATE OF ISSUE</u>	: 01 AUGUST 2025
<u>DIVISION</u>	: CHIEF FINANCIAL OFFICER'S OFFICE
<u>POSITION</u>	: SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT
<u>REFERENCE NUMBER</u>	: SMSM/001/08/2025
<u>REMUNERATION</u>	: R 1,470 509.05 TOTAL COST TO COMPANY (TCTC) PER ANNUM
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 22 AUGUST 2025

MINIMUM REQUIREMENTS

NOTE: YOUR CURRICULUM VITAE, AND WHERE REQUIRED SUPPORTING DOCUMENTS, NEED TO PROVIDE INFORMATION ABOUT THE BELOW REQUIREMENTS:

- Grade 12 qualification
- B Com Honours in Supply Chain Management or equivalent.
- 10 years relevant experience within Supply Chain Management
- 5 years' experience at management level in a supply chain management environment in a corporate organisation, public sector or state-owned entities/ organs of state.



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Republic of South Africa



Tel: 012 420 1000
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ADDED ADVANTAGE REQUIREMENTS

- Registration with a relevant professional body.
- More than 10 years relevant experience within Supply Chain Management
- A Leadership Management Programme (such as Management Development Programme, Senior Management Development, Executive Development Programme, Masters in Business Administration (MBA) or Masters in Business Leadership (MBL)).
- Working experience in the practical application of the PPPFA and or the Nursing Act 33 of 2005.

REQUIRED KNOWLEDGE

Generic Skills required:

- MS Word - Basic
- MS Excel - Basic
- MS Power Point - Basic
- MS Outlook – Basic

Technical Skills Required:

- Supply Chain Management
- Tender Process
- Procurement process
- Demand Planning Forecasting
- Contract management
- Legislation Contract Management
- Service Level Agreement Management
- Asset Management
- Asset register
- Policies and Procedures development/review and application
- Irregular Fruitless and Wasteful Expenditure
- IT and Information Management for SCM
- Invoice Processing Payment preparation
- Disposal Assets
- Business Report Writing
- Risk Management
- Procurement Plan Development
- Policies and procedure development

REQUIRED COMPETENCIES

Management specific competencies:

- Strategic Capability and Leadership
- Programme and Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service Delivery Innovation (SDI)
- Problem Solving and Analytical Thinking
- People Management and Empowerment
- Client Orientation and Customer Focus
- Communication



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- Honesty and Integrity
- Personal Attributes:
- Reality testing – be objective; see things as they really are.
- Impulse control – resist or delay impulse to act.
- Stress tolerance – coping with stressful situation.
- Interpersonal relationships – building mutually satisfying relationships.
- Empathy – understanding and appreciating how others feel.
- Independence – be self-directed and free from emotional dependency.
- Assertiveness – communicating feelings and beliefs; being non-offensive.
- Social confidence – be self-assured and at ease with people in all types of social situations.
- Persuasion – negotiating, selling, influencing, and attempting to persuade people or trying to change the point of view of others.
- Multitasking – dealing with several activities at a time, enjoy being given new tasks before they have finished another.
- Teamwork – cooperation with others, good-natured attitude and encouraging people.
- Persistence – sticking with tasks, not giving up, dislike leaving things unfinished.
- Rule following – adhere to rules and strictly follow work regulations.
- Attention to detail – focus on details, strive for perfection and be well organized.
- Planning – enjoy making detailed plans and long-term plans.
- Best Practice Value Creator - Encourages innovation and continuous improvement for systems, processes, products, and service offerings.

KEY PERFORMANCE AREAS

Oversee Demand Management function:

- Ensure development and implementation of demand management policies, processes and procedures.
- Perform strategic and annual supply chain demand management planning including regular needs analyses.
- Monitor the demand management activities.
- Ensure development and approval of the procurement management plan.
- Determine whether specifications should contain any special conditions.
- Manage and compile tender/quotation specifications as required.
- Advise departmental employees on demand management matters to promote correct implementation and sound demand management practices.
- Ensure compilation and publishing requests for proposals where required.
- Monitor spends analyses as per standard operating procedures (SOPs).
- Develop the Annual Procurement Plan.
- Monitor efforts to assist stakeholders in aligning budgets to the procurement and strategic plan of the organisation.
- Ensure the drafting of complete business cases for internal stakeholders.
- Oversee the proper functioning of the Bid Specification, Bid Evaluation and Bid Adjudication Committees.

Oversee Inventory Management function:

- Ensure the development of logistics and disposal management policies, processes and procedures as well as perform strategic and annual supply chain logistics and disposal management planning.
- Monitor the processing of requisitions for goods and services.
- Manage the disposal process.
- Oversee the proper establishment and functioning of relevant committee/s (where applicable)



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Oversee the organisational Asset Management function:

- Ensure the development and implementation of asset management systems and policies and perform strategic asset management planning.
- Ensure the establishment of the asset management capability of the SANC.
- Monitor asset management registers and maintenance.
- Oversee the monitoring of assets in accordance with the relevant policy and procedures.
- Ensure that all assets and inventory are correctly recorded, identified, stored and/or issued to end users.
- Oversee that annual verification of assets and inventory is conducted.
- Ensure that asset and inventory lifecycle management is in place.
- Ensure that the Asset Register is maintained in accordance with relevant accounting standards.
- Ensure that assets are disposed of at the end of useful life or at any other required time

Ensure Acquisition Management function:

- Manage the design, and development of acquisition management policies, processes and procedures.
- Compile a supply chain acquisition management plan and ensure approval.
- Manage the execution of the acquisition management plan.
- Monitor the acquisition management activities.
- Ensure the establishment of the Bid Evaluation, Bid Adjudication and Bid Specification Committees and monitor the bidding process.
- Monitor bidders against the list of prohibited providers
- Manage the compilation of terms of reference process to invite service providers for an expression of interest.
- Ensure verification of suppliers on the National Treasury Central Supplier Database (CSD)

Oversee contract Management process:

- Manage proper contract administration process.
- Oversee the administration of variations to contracts.
- Oversee the evaluation of applications for price adjustments and invoke penalty clauses.
- Evaluate applications for variations, amendments and cancellations and develop proposals for approval.
- Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes.
- Maintain proper relationships with suppliers within the code of ethics to ensure delivery of goods/services.
- Monitoring contract compliance in line with Service Level Agreements (SLAs).
- Ensure the maintenance and updating of the contract register

Provide a Financial Management Function:

- Ensure the Supply Chain Management departmental operations spend is in line with budget provisioning.
- Departmental budget planning and preparation/input for area of responsibility.
- Ensure the ordering of supplies, services, licenses and equipment in consultation with and adherence to the Finance department and relevant policy.
- Manage regular analyses of Actual versus Budgeted expenses.

Provide a Human Capital Management Function:

- Managing the team to achieve the delivery and management of sectional services.
- Manage employee performance and do periodic performance reviews.
- Ensure there is always at least the minimum number of the workforce available to deliver the Supply Chain Management services.
- Partake in the recruitment, training and coaching of employees.
- Responsible for all leave management matters.
- Develop relevant training plans for the section.



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- Ensure compliance and adherence to all BCEA rules in staff matters.
- Conduct relevant time attendance and leave management of staff.
- Oversee the health and safety of employees in line with HR objectives.

APPLICATIONS:

- All interested applicants must [CLICK HERE](#) to access the PNET website, where they can register or update their profiles and apply for the position by following the instructions outlined in the advertisement.
- No manual/email applications will be accepted.
- Incomplete applications and those which do not meet the above requirements will not be considered.

THE APPLICATION MUST INCLUDE THE FOLLOWING DOCUMENTATION:

- A detailed Curriculum Vitae, taking cognisance of the minimum requirements of the advertised position.

The following documents must be sent only if you are invited as part of the shortlisting process – please ensure our HR Department receives it at least five workdays before the interview:

- Copies of Identity Document
- Grade 12 Certificate
- The highest required qualification/s
- Professional affiliation certificate where necessary.
- Driver's licence where necessary.

NOTE:

- The SANC may request academic records for general qualifications/certificates that do not specify the major courses to determine the major course of the qualification.
- It is compulsory for successful candidates to belong to a medical aid scheme if they do not belong to their spouses' medical aid.
- All 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.
- 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.
- The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply.

ENQUIRIES:

Enquiries may be directed to Mr. Phuti Mahanye at Tel. no (012) 420 1068.

The South African Nursing Council reserves the right not to make any appointment.



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