



The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

MANAGER: SUPPLY CHAIN & ASSET MANAGEMENT
Ref No.: SAHPRA 015/2020

CENTRE: Pretoria

REQUIREMENTS: • Bachelor's degree in Supply Chain and Procurement Management or equivalent. •8 years' experience in Supply Chain Management and procurement. •4 years' experience in a management role.

COMPETENCIES/SKILLS: • Comprehensive knowledge and understanding of the Public Finance Management Act and Black Economic Empowerment, Public Sector Procurement Regulation, including proven experience in its application. • Preferential Procurement Policy Framework Act (PPPFA) and Treasury Regulations. • Communication skills (verbal, written, negotiation, conflict management, presentation). •Financial, project and risk management experience. •Planning and organising skills. • Performance measurement skills. •Knowledge of MS Office. • Computer skills. • Drive and self-management skills. • Resilience. • Assertiveness. •Ethical behaviour.

DUTIES: Strategy Implementation: • Establish and implement SCM strategy. • Develop and implement the SCM Risk Register. • Design and manage the implementation of SCM tools, policies and procedures. • Develop and maintain a management reporting framework. • Oversee management of the strategic sourcing, procurement, contracting, and evaluation of services. • Establish LEAN processes for aligning day-to-day decisions to the strategic plan. • Address tactical and strategic supply chain issues. • Establish and implement asset management and full asset life cycle. •Contributes as a member of the senior team in the office of the Chief Financial Officer, to the development of a finance strategy and plan aligned with policy, organisational objectives and statutory requirements • **Procurement Management:** • Conduct procurement needs assessment and develop annual procurement plan in consultation with users and submit as per statutory requirements. • Oversee the management of the procurement of goods and services. • Ensure timeous procurement of goods and services. • Manage the process of drafting specifications for identified projects. • Oversee the management of the purchase order process. • Ensure compliance with regulations and legislation e.g. PFMA. • Provision of monthly reports to the CFO on SCM activities. • Support the management of technical assistance for complex departmental purchases and service requirements in order to ensure compliance. • Ensure cost containment when goods and services are procured. • Ensure that supplier performance forms are completed for major

service providers, and when tenders expire. • Develop and implement a logistics framework for stock management to ensure serviceability to users whilst minimising stock holding costs and maximising stock returns. • Oversee the management and maintenance of the supplier database. **Contract and Vendor Management:** • Ensure that contracts are signed before service providers render services. • Compile Service Level Agreements (SLA) and ensure that these are signed before services are rendered. • Negotiate optimal contract terms. • Facilitate and resolve contract disputes. • Ensure the processing of invoices as per the approved contracts and orders. • Actively manage the monitoring and measuring of supplier performance in line with SLA and contracts. • Establish Vendor management processes to ensure the procurement of products and services from Vendors at the best prices and quality (negotiate optimal contract terms). • Evaluate contract responsiveness, negotiate changes to a contract, and ensure that contractors are compensated for products or services provided. • Manage contractor and subcontractor activities, review proposals, develop performance specifications, and serve as a liaison with service providers. • Ensure delivery on contracts awarded. **Financial Management:** • Allocate financial resources for the procurement of goods and services. • Design and direct annual budget for SCM. • Compile and submit accurate data in accordance with prescribed guidelines, standards and formats. • Submission of all statutory reports. • Ensure effective and efficient usage of financial resources. • Assist in the management of adherence to budget allocation and delegations. • Develop a framework for unpacking budget requirements with users and implementing short to long-term goals. **Risk and Compliance Management:** • Ensure compliance to SCM and procurement processes. • Drive the development of SCM policies and ensure compliance throughout SAHPRA. • Identify and manage risk within the supply chain. • Ensure compliance with legislative requirements and risk management practices. • Oversee annual SCM risk assessment. • Develop and monitor SCM risk response plan. • Regular auditing of supply chain process. • Manage and establish processes for checking of compliance with the instructions of national treasury and other legal instructions and bodies. • Monitoring, evaluating and reporting on level of compliance to the supply chain management policy and procedures. • Implementing and monitoring measures aimed at combating the abuse of the supply chain system, e.g. fraud, favouritism, corruption, unfair and irregular practice. **People Management:** • Provide leadership and guidance to the SCM team. • Institute career growth and development strategies for staff. • Ensure optimal use of capacity within the department. • Manage staff appropriately to ensure optimal performance of the SCM department. • Drive the implementation of the performance management systems and conduct performance management reviews. • Identify and implement training and development plans (PDP) for all staff in the unit. • Ensure compliance in terms of HR mandates and projects. • Advices and take part in recruitment panel. • Ensure proper resourcing of staff and allocation of case work. • Ensure that staff issues are dealt with effectively. • Ensure retention of intellectual capacity of the unit and division. **Knowledge Sharing:** • Provide an advisory service to staff and management on matters relating to Supply Chain Management. • Communicate needs and objectives to key internal and external stakeholders, including suppliers, sales, service, manufacturing and management. • Provide applicable SCM training, coaching and knowledge sharing to all relevant staff. **Asset Management:** • Safeguards and accounts for SAHPRA assets and to ensure effective control mechanisms. • Manages write-off of redundant assets in line with approved standard operating procedures and delegations of authority. • Oversee and ensure accurate fixed assets register for SAHPRA. • Ensure effective and effective fleet management.

INSTRUCTIONS TO APPLICANTS: All applications must:

- Be made on Z83 forms (obtainable <http://www.dpsa.gov.za/dpsa2g/documents/forms/employ.pdf> or from any Government department).
- Be completed in full, clearly reflect the name of the position, name and date of the publication (candidates must use the **post reference numbers**), be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s. Applications without the afore-mentioned will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- A separate application form must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to recruitment@sahpra.org.za, including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late or faxed applications will be accepted. CV's will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

Enquiries: Ms S. Molepo, Tel: +27 71 605 1508. Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 25 May 2020 at 16H00