

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1.7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the post detailed below:



SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (Ref: SCM/2017/01 – 1P) FINANCE R898 743 to R1 058 691 per annum (total annual cost to company) PRETORIA

The purpose of the Senior Manager: Supply Chain Management (SCM) is to manage and provide supply chain and asset management services within the GPAA. The role reports in to the Chief Financial Officer.

KEY RESULT AREAS:

The key outputs for this position include, but are not limited to:

Manage the implementation of the Supply Chain Management (SCM) strategy:

- Monitor the implementation of the operational plan for the business unit to support the achievement of the GPAA's strategic objectives.
- Manage, monitor and review the business unit's policies, procedures and processes, in accordance with best practice and legislation.
- Manage the implementation of an effective short, medium and long-term operating strategy for the business unit.
- Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation.
- Manage the provision of best practice regarding business unit functions to all stakeholders.
- Manage the implementation of a management effectiveness and leadership strategy.
- Engage in strategic relationships with relevant stakeholders to serve the interests of the organisation.
- Monitor compliance with relevant legislation throughout all business unit functions.
- Analyse service delivery gaps and challenges and implement remedial action strategies.
- Manage the quality of service provided to internal and external customers / clients / stakeholders.
- Manage the mitigation of identified risks.
- Ensure information flow to and alignment with all stakeholders to ensure effective engagement.
- Conduct trend analyses and forecasting.

Facilitate the procurement of goods and services for the GPAA:

- Develop and monitor the implementation of the Supply Chain Management policy and strategy.
- Manage the needs analysis and financial planning.
- Compile bid documents, receiving, registering and opening of proposals,
- Manage the database of service providers.
- Manage the sourcing of suppliers and analysing of quotations.
- Monitor SCM risks and performance.
- Monitor contracts and report on supplier's performance.

Manage logistics and assets in order to comply with the Public Finance Management Act (PFMA) and other supply chain management regulations:

- Manage stocktaking and account management.
- Manage the rendering of requisitions, ordering, receipts and distribution of goods.
- Manage the rendering of the warehouse management services.
- Develop and implement an asset disposal strategy and processes.

Manage the contract management of externally provided services:

- Review standards and specific terms and conditions with suppliers.
- Manage the creation of contracts (service level agreements).
- Manage contract pricing and products.
- Manage delivery against contracts.

People management

- Ensure the development and management of employees within the business unit.
- Implement and maintain a relevant management approach to support effective business results within the business unit.
- Develop and sustain a culture of high performance, professionalism and integrity to support the overall quality of service delivery.
- Ensure the control of budgeting and expenditure processes in line with strategic objectives and relevant legislation.
- Ensure the effective utilization of all other resources (including Information Security, Assets, Infrastructure, etc.) within the business unit.
- Ensure employment equity compliance.
- Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures.

REQUIREMENTS:

- A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA, preferably in Logistics / Supply Chain Management / Finance.
- A minimum of eight years demonstrated experience in Supply Chain Management, of which five years should be at a middle / senior managerial level.
- Membership of a professional body in the SCM field will be an added advantage.
- Experience in financial services, especially employee benefits, pension fund and retirement benefits administration will be a distinct advantage.
- Extensive and in-depth knowledge of PFMA, Treasury Regulations, the Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework.
- Knowledge of the Code of Conduct for Supply Chain Management Practitioners.

COMPETENCIES:

- Strategic decision making skills.
- Service delivery innovation (client orientation and customer focus).
- Contract management.
- Negotiation skills.
- Attention to detail.
- People management and empowerment.
- Change management.
- Service excellence.
- Problem solving analysis.
- Conflict management skills.
- High level communication (written and oral) and interpersonal skills.
- Programme and project management skills.
- Respect.
- Emotional intelligence.
- Integrity.
- Excellent leadership and management skills.
- Demonstrable commitment.
- Effective computer literacy that includes a good working knowledge of Microsoft Office products.
- Knowledge of BAS and LOGIS and other information management systems.

Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the GPAA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the Department Public Service Administration (DPSA) directive on the implementation of competency based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools.

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Thenjiwe Gasa, Government Pensions Administration Agency (GPAA), 34 Hamilton street, Pretoria, 0001 before 12h00 noon on the closing date. For enquiries, please contact Ms Gasa on 012 319 1304.

Closing date: 3 February 2017 before 12h00 noon. No faxed / e-mailed or late applications will be accepted.

Requirements of applications: applications must be submitted on form Z83 that is obtainable from any public service department or on the internet at <http://www.gpaa.gov.za> (this form must be originally signed). The form must be accompanied by a comprehensive CV (detailing dates of employment and duties performed) with original, certified copies of all qualifications (including matriculation), ID and drivers license (if a prerequisite). Copies of certified documents will not be accepted. The certification of certified documents should not be older than three months. Applications that do not meet the above requirements will be deemed as being unsuccessful.

The candidate must agree to the following: signing a declaration of secrecy; that a thorough reference and security clearance check with regard to work performance, South African citizenship, qualifications, criminal and credit record can be done and if this is not positive, the candidate can be asked to leave the service of the department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of this post and the candidature of persons whose promotion / appointment will promote representativeness will receive preference. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills / knowledge test.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA