



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the Supply Chain Unit:

Manager: Supply Chain Management D3
Salary Level (Min. to Mid): 904 718- 1 114 203 pa
FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office

Purpose - To efficiently manage, organize, and oversee all activities and tasks involved in the identification, acquisition, and distribution of the Seta goods and services ensuring compliance to the Public Financial Management Act (PFMA), other regulations and merSETA procurement and tender policies and procedures.

Duties: The duties include but are not limited to the following:

- Plan efficiently and ensure effective execution to deliver on procurement and tender needs and requirements within specified time frames with optimal alignment with specifications and cost effective pricing
- Provide input into the compilation of the annual procurement plan, and, upon approval, ensure sound implementation
- Continuously monitor productivity and efficiencies in the department and ensure costs are controlled without compromising quality delivery of services and products
- Ensure adherence to merSETA policies, procedures, PFMA and relevant legislation
- Assist and support the Senior Manager to manage, develop, coach, motivate, performance manage and inspire the Supply Chain Management team
- Continuously track, monitor and measure Supply Chain Management performance against set standards and performance targets
- Develop formal, standard reports and feedback ensuring accurate, up-to-date status on Supply Chain performance



- Efficient and effective management, coordination and administration of all BID Committees (Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee)
- Monitor, control and accurate reallocation of the annual Supply Chain Management Budget
- Proactive identify potential risk in the Supply chain function and recommend mitigating actions to prevent potential risks
- Ensure the "right" products and services at the "right" time at the "right" place to deliver on SETA business needs and requirements
- Implement processes and procedures to ensure the efficient and effective utilization of the Central Supplier Database (CSD) to optimally support the needs and requirements of the SETA whilst ensuring compliance to regulations
- Ensure knowledge-sharing, documentation of information and a team that is informed and up-to-date with developments in the supply chain management industry
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's procurement and service delivery needs and requirements
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure efficient, effective and sound administration and recording across all SCM processes and procedures
- Provide input into the development and periodical review of policies, applications, systems and procedures for the management of the SCM pillars ensuring compliance to legislation and alignment to best practices
- Effectively plan, coordinate, manage and execute ad hoc projects

Qualities, experience, knowledge and skills required:

- NQF Level 7 qualification in Logistics/Supply Chain/Commerce/Business/ Procurement or Related field
- NQF Level 8 qualification in the related field will be an added advantage
- 5 years relevant experience on a managerial level required
- 3 Years Experience in the public sector
- Experience must include developing and establishing SCM systems, business processes, procedures and practices within a multi project environment
- 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
- Advanced systems and computer skills
- Knowledge of relevant legislation
- Customer Service Orientation
- Oral and written communication
- Result oriented
- Attention to detail
- Ethical Behavior
- Assertiveness
- Information Monitoring



The MERSETA is an equal opportunity employer; however, **preference will be given to Affirmative Action Candidates and People with Disabilities in line with the EE Plan**. Please submit a detailed CV, application form and motivational letter to: recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

This is re-advertisement of the vacancy applicants are encouraged to re-apply if they are still interested.

CLOSING DATE: 24 October 2023