



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

EXTERNA ADVERT

We have an excellent opportunity for the following professional to join Supply Chain Division.

Manager: Supply Chain Management (D3)

Reference Number: MSCM/HO/07/03/25

Salary Level (Min. to Mid): R968 048 – R1 192 197 per annum

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.

Key Responsibilities

The ideal candidate should be able to fulfill and perform the following key responsibilities:

- 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
- Manage the development and implementation of the Supply Chain Management (SCM) strategies to support tendering, contracts management, spend analytics and supplier performance management
- Provide input into the compilation of the annual procurement plan, and, upon approval, ensure sound implementation
- Provide guidance to stakeholders on the interpretation of SCM procedures, application and communication sequences associated with the Supply Chain Management cycle
- Continuously monitor productivity and efficiencies in the department and ensure costs are controlled without compromising quality delivery of services and products
- Assist and support the Senior Manager to manage, develop, coach, motivate, performance manage and inspire the Supply Chain Management team
- Efficient and effective management and coordination 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
- Develop and 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 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
- Report any possible malfeasance and or irregularities in the Supply Chain Management processes

Qualifications, Experience, Knowledge and Skills

- Degree or equivalent NQF Level 7 qualification in Logistics/Supply Chain/Commerce/Business/Procurement or Related field
- Honours or equivalent NQF Level 8 qualification in the related field will be an added advantage
- 8 years’ experience in Supply Chain Management of which 5 years should be at a managerial level
- 3 Years Experience in the public sector is essential
- Sound knowledge of PFMA and Treasury regulations
- Communication Skills
- Attention to detail
- Ethical Behavior
- Assertiveness
- Investigative Orientation
- People Development
- Resilience
- Rule Orientation
- Presentation Skills
- Technical Knowledge on all key regulations and legislation
- Financial Acumen

Offer

The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.



CLOSING DATE: 07 March 2025

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email:

recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.

Applicants are urged to follow all instructions as outlined in the advert when submitting their applications.