



**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.**

### **INTERNAL & EXTERNAL ADVERT**

We have an excellent opportunity for the following professionals to join the Finance Division.

**Senior Manager: Supply Chain Management (D5)**

**Reference Number: SMSCM/HO/05/06/25**

**Salary Level (Min. to Mid): R 1,268,399 - R 1,570,784 per annum**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**HEAD OFFICE**

**Purpose:** The incumbent will be responsible for developing, implementing and delivering the best practice Supply Chain Management Service and Strategy in line with the relevant statutory requirements. He/she will also be required to provide governance advice and guidance to the merSETA in relation to efficient Contract Management and Supply Chain business practices and processes.

### **Key Responsibilities**

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

- Lead the development and implementation of the merSETA's Supply Chain framework, policies and strategies to support tendering, contracts management, spend analytics and supplier performance management
- Efficient and effective implementation of procurement provisions of the PFMA and Preferential Procurement Policy Framework Act (PPPFA)
- Ensure a professional service excellence center for utilization by all divisions in merSETA with sound business processes in all areas of the Supply Chain Management unit
- Provide guidance to stakeholders on the interpretation of SCM procedures, application and communication sequences associated with the Supply Chain Management cycle
- Ensure that an effective SCM performance management system is developed and implemented in accordance with departmental policies and procedures and applicable legislative requirements, that measures the performance of suppliers, the SCM unit, and the department
- Exercise audit control, including assisting with formulating responses to audit findings, engaging with AGSA on SCM matters during audit
- Ensure effective SCM committees are established with clearly defined roles, functioning in accordance with applicable legislative requirements
- Provide timely and relevant supply chain information reports to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements
- Align SCM departmental requirements to budgetary provisions to establish and comment on costs versus allocations
- Develop a suitable contract database and protocol for ongoing supplier management including the creation, rationalization and management of a supplier list



- Establish and manage future demand and capacity planning including the development of supplier risk management
- Provide an update on all legislative and regulatory developments and advise the business accordingly material requirements are met

### **Qualifications and Experience**

- Honours or equivalent NQF Level 8 qualification in Logistics /Supply Chain /Commerce/Business / Procurement or Related field
- Masters or equivalent NQF Level 9 qualification in Logistics /Supply Chain /Commerce/Business / Procurement or Related field will be an added advantage
- Minimum of 8 years' experience in Supply Chain, 5 of which should be at management level
- Experience must include developing and establishing SCM systems, business processes, procedures and practices within a multi project environment
- 5 years' experience in a public institution

### **Knowledge and Skills**

- Extensive knowledge in Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework
- Extensive and in-depth knowledge of PFMA, Treasury Regulations, the Broad Based
- Strategic Thinking
- Numerical Skills
- People Management
- Leadership Skills
- Problem solving and decision-making skills

### **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 and motivation letter for consideration.

**CLOSING DATE: 05 June 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 and signed 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**