

3rd Floor  
Forum 1  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
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2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

## SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT

Department: Finance & Supply Chain Management  
Designation: Senior Manager: Supply Chain Management  
Reporting to: General Manager: Finance & Supply Chain Management  
Reference Number: **SM:SCM-02/2025**  
Remuneration: **R1 637 921 (All-inclusive Package per Annum)**  
Local: Braam Park, 33 Hoofd Street, Braamfontein

### Minimum requirements:

- Matric Certificate plus a Bachelor's degree in Supply Chain Management, or related field as recognized by SAQA at (NQF Level 7).
- Minimum five (5) years relevant work experience in managing, implementing and executing Supply Chain Management environment of which 3 years' must be in Management role/ level.
- Local government sector experience is essential
- Must have no criminal record.
- Strong understanding of best practices for the SCM processes
- Sound knowledge of the Municipal Systems Act 32 of 2000, Municipal Finance Management Act, and its regulations, an added advantage.
- Preferential Procurement Framework act and its regulations
- Valid Driver's license

### Primary function:

**To develop, implement and maintain the supply chain management system, oversee and manage the overall supply chain management operations and develop policies and controls in accordance with laws and regulations to ensure that the organization's requirements are effectively met.**

### Key Performance Areas:

- A well-developed supply chain execution strategy to include in both short and long term business plans.
- Develop and oversee the implementation of the disposal plan for JPC.
- Management of Supply Chain Management risk and performance in order to build resilience to navigate uncertainty and ensure business continuity.
- work closely with suppliers and internal customers, in order to minimize the total cost of ownership and to maximize supply chain efficiencies.
- Streamline operations, ensure regulatory compliance, improve financial performance and boost overall productivity by providing greater visibility, accuracy, accounting and reporting capabilities for the assets.

### Develop and implement SCM Strategy

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Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |  
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |  
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)  
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini  
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- Develop and oversee the implementation of the supply chain management system.
- Develop, review or update SCM policy and procedures that support business strategies in accordance with new or changing environmental policies, standards, regulations and laws.
- Oversee the proper functioning of the bid specification, bid evaluation and bid adjudication committees.
- Develop and implement standards and procedures for the overall Supply Chain Management and provide guidance to personnel on the interpretation and application of procedures and policies.
- Manage the annual SCM risk assessment ,development of the SCM risk universe and risk response plan.
- Determine preferential procurement goals in accordance with JPC policies and procedures and compliant with applicable legislative requirements.
- Report on supply chain management information as required to internal and external stakeholders.

### **Demand Acquisition Management**

- Ensure proper needs assessments
- Ensure categorisation of commodities
- Ensure market assessment and industry analysis
- Ensure proper identification of preferential procurement policy objectives,
- Ensure proper revision of the current processes and procedures for streamlined demand management.
- Define sourcing methodologies to meet the needs of the department in an economically viable manner.
- Drafting and implementing the entity's acquisition plan in terms of supply chain management rules and tender processes.
- Oversee bid/quotation process.
- Oversee the management of logistics operations.

### **Disposal Management**

- Ensure disposal plans addresses identification of redundant , obsolete and unserviceable goods.
- Ensure that disposal of goods is in accordance with the disposal plan.
- Ensure accurate recording of the disposals and appropriate reporting.

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### **Supply Chain Management risk and performance management**

- The establishment of complaints registers
- Investigation of complaints and reporting back to complainants
- Establishment and evaluation of process followed in the various bid committees
- Inspecting bidding documents for compliance with bid requirements.
- Gathering of intelligence information on the frequency of use of suppliers and assessment of value for money proposition among others.
- Ensure that reporting of the SCM performance to various stakeholders of the City as prescribed by MFMA and other pieces of legislation.
- Initiate investigation or cause to be investigated of any irregularities to the processes and ethics, in any of the SCM sections within the SCM Directorate or any particular aspects or functions

### **Contract Management**

- Develop specifications for contracts or items to be advertised in line with financial policies, procedures and guidelines.
- Manage and control the terms and conditions of contracts, guarantees and warranties to ensure compliance by internal staff and external service providers
- Manage and control service providers (internal and external) to ensure a fast and efficient JPC service.
- Management of Service Level Agreements and contracts
- Management and control of supplier activities for contracts and general service delivery

### **People Management**

- Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively.
- Ensure that identified training is budgeted for and executed.
- Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles.
- Ensure that managers create effective workforce plans and recruitment demands plans for their areas.
- Address the performance of any team member through the formal Performance Improvement process.
- Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

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### **Leading Competencies:**

- Computer literacy (Microsoft Word and Excel).
- Proficiency in using databases and statistical software is required as well as strong skills in Excel, Word, PowerPoint, and mobile technologies to report data.
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders.
- Coordination and Time Management Skills.
- People Management and decision management Skills

### **Core Competencies**

- Knowledge of the local, provincial, and national political and legislative frameworks.
- Sound knowledge of the relevant legislation that governs employment practices.
- In-depth understanding of Government strategic thinking and policies and how they can practically be applied.
- Considerable knowledge of modern policies and practices of public personnel administration.
- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.
- Knowledge of and analysis of the impact of labour market conditions and socio-economic issues.
- Understand and interpret policies and procedures and explain them to others

**“All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”.**

**Please take note that only online applications will be considered. Please apply by using the following link:**

**<https://share-eu1.hsforms.com/1kzSrfYS-QoaNzwo4K3wxoQew554>**

**APPLY ONLINE: [www.jhbproperty.co.za](http://www.jhbproperty.co.za)**

### **ENQUIRIES ONLY:**

Contact Person: Mbali Mchunu  
Tel No: (010) 219-9095

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**Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.**

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

**Publication Date:**  
**Friday 14 February 2025**

**This Vacancy is open to Employees of the  
City of Johannesburg and External Candidates**

**Closing Date:**  
**Thursday: 27 February 2025**

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