



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

**SUPPLY CHAIN MANAGER – D-LEVEL (REF: SCM 2023)**

(Reporting to the Corporate Services Manager)

Parktown, Gauteng  
Salary Negotiable

<b>Purpose</b>	
<p>The main purpose of the SCM Manager is to manage that the SHRA SCM policy and procedures are implemented and complied with in line with legislation and regulation and that Supply Chain delivery meets the needs of the business.</p> <p>Key stakeholders the SCM Manager will engage with are:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Senior Management</li> <li>• Staff</li> <li>• Auditors</li> <li>• Auditor General</li> <li>• Service Providers</li> <li>• National Treasury</li> <li>• Government Departments</li> </ul>	
<b>Key responsibilities</b>	
<b>Key Performance Areas</b>	<b>Activities</b>
<b>SCM Policy and Procurement Plan</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the SHRA SCM policy and procedure by reviewing and aligning with the National Treasury guidelines and other relevant policy, standards, good practice and legislative requirements as required</li> <li>• Develop annual performance plans (APP) for the SCM Unit that incorporates the SHRA strategy and requirements on an annual basis</li> <li>• Manage delivery of the annual performance plan and compliance with the SCM policy and procedure by managing and reporting on the Unit and the organisation procurement delivery on monthly basis</li> <li>• Manage the SCM Unit risk register by identifying, implementing and reporting on action plans to address risk and improve the management and operations of the Unit on a monthly basis</li> </ul>
<b>Department Management, Risk and Reporting</b>	<ul style="list-style-type: none"> <li>• Provide input into audit process and queries</li> <li>• Respond to audit findings within defined timeframes</li> <li>• Implement corrective action to address audit findings and recommendations</li> <li>• Identify and monitor departmental risk and develop and maintain a risk register aligned with the entity's strategic plan</li> <li>• Implement mitigation to manage risks within the department</li> <li>• Develop standardised, regular and ad-hoc reports as required</li> <li>• Ensure compliance to the PMFA, National Treasury Regulations, King IV</li> </ul>
<b>Demand Management</b>	<ul style="list-style-type: none"> <li>• Develop the approved SCM procurement plan by distributing the procurement plan template to the organisation, providing support to complete the templates, collecting organisational inputs and collating into the consolidated procurement plan on an annual basis</li> </ul>

	<ul style="list-style-type: none"> <li>• Align the procurement plan to the organisation approved budget and strategy by reviewing and managing the alignment of the individual Unit's inputs, key strategic objectives and budget line items on an annual basis</li> <li>• Secure approval for the procurement plan by submitting to the CEO/ delegated official for review and submitting final approved procurement plan to National Treasury on an annual basis and to perform the same when it is renewed quarterly</li> <li>• Develop the demand strategy by reviewing the approved procurement plan and extracting trends and themes to support on an annual basis</li> <li>• Review and develop recommendation for drafted ToR / Specification as submitted by the Units against the approved procurement plan and submit for authorisation as and when required</li> </ul>
<b>Acquisition Management</b>	<ul style="list-style-type: none"> <li>• Lead and facilitate the Bid Specification and Bid Evaluation Committees by managing the scheduling, agendas, minutes, decisions, meetings and reports generated from these committee as required</li> <li>• Manage the issuing of tenders by reviewing and authorising the bid advertisements, authorising the specification / ToR and the tender compliance document pack prior to issuing as and when required</li> <li>• Manage briefing sessions by monitoring the communication, preparation and planning of the sessions, presenting at the sessions and reporting on sessions as required</li> <li>• Develop and maintain the acquisition process evaluation templates by reviewing the process, developing required templates and checklists to support the acquisition process and checking their validity on an annual basis</li> <li>• Manage the pre-evaluation checklist by reviewing the pre-evaluations completed and providing feedback if required in line with bids issued</li> <li>• Participate in the Bid Adjudication Committee meetings by attending scheduled sessions and inputting in line with SCM policy as and when required</li> <li>• Manage that a comprehensive and compliant list of prospective service providers is compiled from CSD for quotation based procurement by managing the process of issuing and approving supplier selection</li> <li>• Identify and implement opportunities to streamline and optimise the acquisition process and procedure while maintaining compliance by reviewing trends and processes as and when there are changes</li> <li>• Prepare and submit the SCM report by extracting all relevant SCM data and report on progress against procurement plan and submit to National Treasury quarterly</li> </ul>
<b>Asset Management</b>	<ul style="list-style-type: none"> <li>• Manage assets by monitoring that the asset register is updated, depreciation is calculated and required asset management reports are produced quarterly and as required</li> <li>• Manage asset tracking by monitoring asset audits, identifying anomalies and addressing them in line with the asset management plan</li> <li>• Manage the disposal of assets by monitoring the depreciation of assets and engaging with Finance to dispose of assets in line with policies and procedures as required</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Manage that SHRA is supported by SCM to achieve delivery of the organisational strategy and objectives in line with the budget and procurement plan by managing that contracts are issued accurately and timeously as and when there is a need</li> <li>• Manage that any SCM contracts and / or documentation are available as required by overseeing that contracts are accurately completed and filed within SCM as and when procurements are concluded</li> <li>• Manage that suppliers performance is evaluated and reported on by reviewing supplier performance reports and implementing recommendations</li> </ul>

	<p>to approve or decline suppliers within the organisation on an a quarterly basis</p> <ul style="list-style-type: none"> <li>• Manage that contract non-performance is addressed and support the organisation to implement required action in line with SCM performance management guidelines and processes as required.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Hold regular meetings with suppliers and service providers as and when required</li> <li>• Liaise with customers/service providers on a frequent basis and report status or areas of concern to management</li> <li>• Internal communication of all important issues affecting stakeholders as and when required</li> <li>• Escalate any disagreements, disputes and conflicts during the life of the contract.</li> <li>• Provide guidance and direction to management and subordinates with regards to SCM processes</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• Build capacity within the team through developing skills and competencies, addressing development needs and providing coaching and mentoring support on an ongoing basis and in monthly individual performance discussions</li> <li>• Monitor, evaluate and manage the team performance through implementing the HR policy, implementing performance process and, when required, instituting compliant disciplinary action within the approved defined standards and on an ongoing basis</li> <li>• Recruit quality team members to support the team and organisation and the achievement of its objectives and strategy through defining the role requirements, identifying critical competencies, testing for these competencies and appointing within the HR and EE policy guidelines as and when required</li> <li>• Build a cohesive, high performing team through motivating, guiding, coaching, mentoring and leading in a fair and consistent manner to deliver on the organisational performance and strategic requirements</li> </ul>
<b>REQUIREMENTS</b>	
<p><b>Qualifications/Knowledge</b> (including most relevant field of study)</p> <ul style="list-style-type: none"> <li>• Degree (NQF 7) or equivalent in Supply Chain Management</li> <li>• Required computer literacy</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 7 years Supply Chain Management experience</li> <li>• 5 years Management experience</li> <li>• 5 years Public Sector experience</li> </ul>
<b>Leadership, technical and behavioural competencies</b>	

<ul style="list-style-type: none"> <li>• Strategic Planning and Annual Performance Planning</li> <li>• Cost Benefit Analysis</li> <li>• Policy and Procedure Development and Implementation</li> <li>• Legislative Awareness and Expertise</li> <li>• Acquisition Management</li> <li>• Disposal Management</li> <li>• Customer / Citizen Service and Orientation</li> <li>• Stakeholder Engagement</li> <li>• Accuracy, Precision and Attention to Detail</li> <li>• Analytical Thinking</li> <li>• Communication -Verbal &amp; written</li> <li>• Decision Making</li> <li>• Problem Analysis, Solving and Trouble Shooting</li> </ul>	<ul style="list-style-type: none"> <li>• Contractor/Service Provider Management</li> <li>• Needs Analysis</li> <li>• Performance Management</li> <li>• Risk Mitigation and Management</li> <li>• Asset Management</li> <li>• Contract Management</li> <li>• Demand Management</li> <li>• Logistics Management</li> <li>• Environmental Awareness</li> <li>• Accountability</li> <li>• Action Orientation</li> <li>• Assertiveness</li> <li>• Compliance</li> <li>• Ethics and Integrity</li> </ul>
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**Note:** SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

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To apply for the above position, please forward a relevant CV to [recruitment@shra.org.za](mailto:recruitment@shra.org.za). **Please ensure that you use the reference (Ref: SCM2023) in the subject line.** The closing date for applying is 13 January 2023.

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