



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA



**PACOFS**  
PERFORMING ARTS CENTRE  
OF THE FREE STATE  
An agency of the Department  
of Sport, Arts and Culture

## **SUPPLY CHAIN MANAGER - PERMANENT**

### **REPORTING TO THE CHIEF FINANCIAL OFFICER**

**All-inclusive annual remuneration package: R 836 768 (Not negotiable)**

**Estimated monthly net salary: R 38 357**

Develop, implement and maintain the supply chain management system, oversee and manage the overall supply chain management operations, including demand, acquisition, logistics, disposal, performance and risk management. Review the supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain.

### **MIINIMUM REQUIREMENTS**

- Recognised three (3) years bachelor's degree / NQF Level 7 Qualification in Supply Chain Management or equivalent qualification.
- Minimum of 5 years' experience in public sector procurement, of which 2 years must be at Management Level.
- Code C1 Driver's License.
- Knowledge of Supply Chain Management Framework, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines.
- Preferential Procurement Policy Framework Act and its associated regulations.
- Computer Literacy and Knowledge of AccPacc or Accrual Accounting.

### **ADDED ADVANTAGE**

- Recognised Honours Degree /NQF Level 8 Qualification in Supply Chain Management or equivalent qualification.
- Membership with the Chartered Institute of Procurement and Supply (CIPS) or SAICA.
- Knowledge of Public Sector Supply Chain Management models and processes.
- In-depth knowledge of risk management practice.
- Expert knowledge of programme, project, and people management.
- Demonstrate high integrity and honesty.
- Ability to strategize and solve problems.
- Strong leadership and organisational skills and exceptional communication and people skills.
- Results-oriented, strategic thinker and planner and excellent written and verbal communication skills.
- Practical knowledge of the auditing environment.
- Knowledge and experience working in a theater environment.



## SUMMARY OF JOB SPECIFICATIONS

- Develop and / or participate in the development of the supply chain strategy for the organisation.
- Develop annual procurement plan with prioritization and resourcing.
- Oversee organisation wide management of the strategic sourcing, procurement and contracting.
- Manage and / or execute procurement related functions (e.g., develop and implement contract management and procurement frameworks, sourcing strategies, manage contracts, etc.)
- Develop and implement new systems, best practices, inventory control, demand planning, and other optimizations in order to meet Brand South Africa sourcing requirement.
- Participate in and provide advice at Bid Specification meetings to ensure that SCM policies are complied with for tenders.
- Provide advice in the development of Calls for Proposal to ensure that SCM policies and Regulations are complied with.
- Prepare a report highlighting the compliant and non-compliant submissions with explanations to the Bid Evaluation Committee.
- Monitor scheduling and convening of Bid Evaluation Committee and Identifying key participants and distributing relevant materials
- Provide advice on compliance and SCM related matters as required at the BEC meeting.
- Conduct the quarterly and annual SCM risk assessment and development of the SCM risk universe and risk response plan.
- Manage the communication of the outcome of the BAC.
- Execute ad-hoc duties as required by the Chief Financial Officer.

It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) | PACOFS reserves the right not to make an appointment | Failure to submit all the requested documents may result in the application not being considered | PACOFS subscribes to the principles of Employment Equity.

If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

Email application to: [vacancy9@pacofs.co.za](mailto:vacancy9@pacofs.co.za)

Application must consist of a letter of motivation, comprehensive CV, certified copies of qualifications and ID.

Closing date: 09 February 2025