



**The National Library of South Africa wishes to make the following appointment at its Pretoria Campus:**

**Manager: Supply Chain Management**

**Reference Number: 02/01//2023**

**Salary scale: R 644 148.00 - R 752 021.00 all inclusive**

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific, and innovative development by collecting, recording, preserving, and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy and by facilitating access to the world's information resources.

The NLSA invites applications from suitably qualified persons for appointment on a full-time basis in the position of Manager: Supply Chain Management. The successful individual will be based on the Pretoria Campus and will report to the Chief Financial Officer.

**KEY REQUIREMENTS**

- Degree in Finance, Supply Chain Management, Logistics, or equivalent related qualification (NQF 7)
- Minimum of eight years of experience in Supply Chain Management in the public sector of which at least three years must be at Management or Supervisory level
- Applied knowledge of the PFMA, Treasury Regulations, Practice Notes, Treasury Instructions, Supply Chain Management Prescripts applicable to public entities, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act (BBEE) and other relevant prescripts applicable to public entities
- Applied knowledge of the Accounting Authority Guide on SCM
- Applied knowledge of document management and co-ordination
- Experience in contract management
- Ability to develop and maintain the Asset Register in compliance with the requirement of the Asset Management Policy and Generally Recognised Accounting Practice (GRAP) standards
- Experience in SCM Committee proceedings
- A team player with good co-ordination skills and customer service orientation
- Excellent verbal, communication and writing skills
- Good interpersonal, planning, and organisational skills

- Excellent people management abilities
- Good presentation skills
- Excellent time management skills
- Attention to detail
- A valid driver's licence

### **KEY RESPONSIBILITIES**

- Add value to the NLSA by ensuring that the Supply Chain Management (SCM) Department is well co-ordinated and managed.
- Develop and implement operational plans for the SCM Department.
- Manage the development of bid documentation.
- Support all business units to achieve their procurement needs.
- Ensure compliance with SCM Policies and Procedures, rules, and regulations.
- Prepare and report to the Chief Financial Officer, on SCM processes, procedures, systems status, and statistics.
- Monitor and update the Asset Register including performance of physical asset inspection.
- Design and implement simplified processes and standard documentation.
- Compile management reports on Supply Chain Management functions.
- Implement best practice on Procurement and Supply Chain Management.
- Provide on-going training on Supply Chain Management processes to the staff.
- Ensure all procurement in the NLSA is in accordance with legislation governing SCM.
- Ensure that proper systems are in place to prevent irregular, fruitless, and wasteful expenditure.
- Implement a valid and compliant records management system for SCM.
- Implement a contract management system for all NLSA contracts and procurement.

### **KEY COMPETENCIES AND ATTRIBUTES**

- Proven leadership and supervisory skills
- Value adding to processes of the institution
- Strategic thinker and advisor to enhance processes of the NLSA
- Independent, objective and impartial
- People management, conflict management and resolution skills

**The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.**

**NLSA reserves the right to not make an appointment.**

**Prospective candidates will be subjected to background verification, competency assessments and security clearances.**

**Applications:** Interested applicants must submit a completed prescribed application form obtainable from our website ([www.nlsa.ac.za](http://www.nlsa.ac.za)) accompanied by a covering letter; Curriculum Vitae; Matric/Grade12 certificate; proof of qualifications and a copy of Identity Document

by e-mail to: [recruitment@nlsa.ac.za](mailto:recruitment@nlsa.ac.za). Please ensure that you quote the reference number and the position in the subject line of your email. Shortlisted candidates will be expected to avail themselves for an interview at NLSA's convenience.

No applications from recruitment agencies will be accepted.

**CLOSING DATE: Friday, 10 February 2023**

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.