

**JOB PROFILE**

<b>JOB TITLE</b>	Specialist: Supplier Performance and Development		
<b>REPORTING TO</b>	Manager: SCM		
<b>JOB GRADE</b>	C4	Minimum	Maximum
		R312 883	R423 312
<b>MAIN PURPOSE OF THE JOB</b>	To implement the SCM strategy and integrated procurement practices, policies, systems, procedures, standards, guidelines and appropriate turn around times, through Supplier Development and Performance Management of Service Providers registered on the SCM Preferential Procurement Database.		
<b>NO. OF INCUMBENTS</b>	1		
<b>LOCATION</b>	National Office : Hatfield		
<b>REQUIRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>❖ Relevant three year tertiary Degree/ Diploma</li> <li>❖ Comprehensive knowledge of procurement policies and procedures as well as management of database systems and suppliers</li> </ul>		
<b>REQUIRED EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ Five years experience in the SCM environment and dealing with database management</li> <li>❖ Knowledge of database systems (i.e. VRM)</li> <li>❖ Knowledge of various mechanisms/ processes for supplier performance management</li> <li>❖ Comprehensive knowledge of procurement policies and procedures, PFMA, PPPFA, NT Regulations, BBBEE Amended Codes of Good Practice</li> </ul> <p>King II and III Report on Corporate Governance</p>		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Implement SCM strategy and activity plan on database administration and management</li> <li>❖ Develop and implement relevant supplier monitoring processes and procedures</li> <li>❖ Manage poor performing suppliers on the SCM database and ensure that the database is populated with compliant and competent Service Providers</li> </ul>		

	<ul style="list-style-type: none"> <li>❖ Manage Supplier Development Initiatives</li> <li>❖ Reporting</li> </ul>
<b>CRITICAL COMPETENCIES</b> <b>(Must be able to perform to be appointed in the position)</b>	<ul style="list-style-type: none"> <li>❖ Financial Acumen</li> <li>❖ Computer Literacy (MS Excel, Word, Presentation)</li> <li>❖ Familiarity with Database systems</li> <li>❖ Project management skills</li> <li>❖ Verbal and written communication skills</li> <li>❖ Knowledge of relevant legislation</li> <li>❖ Knowledge of the SMME Environment</li> <li>❖ Planning and organising</li> <li>❖ Presentation skills</li> <li>❖ Leadership</li> <li>❖ Business acumen, Ethics and Values</li> <li>❖ Analytical ability</li> <li>❖ Responsive to turn-around-times</li> <li>❖ Performance orientation</li> <li>❖ Management information</li> <li>❖ Professionalism</li> <li>❖ Initiative</li> <li>❖ Flexibility</li> <li>❖ Interpersonal skills</li> <li>❖ Stakeholder relationship building</li> <li>❖ Customer Service Orientation</li> <li>❖ Work in cross functional teams</li> </ul>
<b>ADDITIONAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Self-management</li> <li>❖ Decision Making and problem solving</li> </ul>
<p>Closing Date: 20 February 2015</p> <p>To apply, please send your application to <a href="mailto:recruitmentfin@seda.org.za">recruitmentfin@seda.org.za</a></p> <p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.</p>	