

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	General Manager: Supply Chain Management
CORE	Administrative Personnel
JOB LEVEL	Level 14
DATE	06 October 2009
LOCATION	Bisho
BRANCH	Integrated Financial Management
POST REPORT TO	DDG
JOB CLASSIFICATION CODE	Senior Management

B. HIERARCHICAL POSITION OF POST

Deputy Director General General Manager Senior Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To manage Procurement, Demand and Acquisition, Contracts and Facilities services

D. MAIN OBJECTIVES (Key performance area (KPA's)).

	MAIN OBJECTIVES	%
1	Provide strategic leadership to the Branch in line with the vision and mission of the department	
2	Drive the strategic planning and implementation process of all directorates under his control and management	
3	Manage procurement and assets services <ul style="list-style-type: none"> • Manage Bid process and the procurement of stores, equipment and services • Manage and implement the Departmental Procurement Plan • Ensure compliance with the Public Finance Management Act, Treasury Regulations and all other applicable legislations 	
4	Manage effective and efficient demand process <ul style="list-style-type: none"> • Provide support and advisory services to the staff and the private sectors • Establish, manage and monitor Departmental Bid Committees • Develop best practice Procurement Standards for goods and services • Ensure compliance with PFMA and other applicable legislation. 	

5	Manage effective and efficient acquisition process <ul style="list-style-type: none"> • Coordinate acquisition for all goods and services • Manage transversal Bids • Establish, manage and support bid committee • Implement and ensure adherence to SCM policies and procedures • Render support, advisory and monitoring services 	
6	Manage contracts for the Department <ul style="list-style-type: none"> • Draft legal opinions and briefs regarding contracts • Handle all relevant legal matters • Provide guidance and support regarding drafting contracts 	
7	Manage Departmental Infrastructure and facilities <ul style="list-style-type: none"> • Ensure management of Departmental residents and office accommodation • Ensure provision of office support services 	
8	Ensure formulation and development of Policies <ul style="list-style-type: none"> • Ensuring that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations • Ensure that norms and standard and practices are adhered to 	

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	

Drive the strategic planning and implementation process of all components under his control and management	<ul style="list-style-type: none"> • Strategic planning implemented
Manage procurement and assets services	<ul style="list-style-type: none"> • Bid process managed • Procurement of stores and equipment • Departmental Procurement Plan implementation • Compliance with financial legislations
Manage effective and efficient demand process	<ul style="list-style-type: none"> • Support & advisory services • Departmental Bid committees established • Best practice Procurement Standards developed • Compliance with financial legislations
Manage effective and efficient acquisition process	<ul style="list-style-type: none"> • Goods and services procurement • Transversal bids • Adherence to SCM policies
Manage contracts for the Department	<ul style="list-style-type: none"> • Handling of legal matters • Legal opinions • Drafted contracts
Ensure formulation and development of Policies	<ul style="list-style-type: none"> • Regulations captured on daily operations • Adherence to norms and standards and practices
Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	<ul style="list-style-type: none"> • All resources managed

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Senior Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing, Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the Geriatric management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Service Legislation, Regulations and Policies.	Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political bearers	Functioning of the National, Provincial and Local governments and more especially at strategic level management, Responsiveness; Pro-activeness; Professionalism;	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the	Programme and	Functioning of the	Degree/ National

application of Public, Financial and Human Resource Management Systems	project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning, Communication, Problem solving and analysis	National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	Diploma in Health Related field Six to ten years appropriate managerial experience required Training in ethics Demonstrative ability to apply health for planning, ability to work under pressure; Continuous professional and ethical behavior
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I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** *IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES*

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Deputy Director General
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR:	JOB INCUMBENT:
RANK: Deputy Director General	RANK: General Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	