



in the footprints ...

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa
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The **Nelson Mandela Museum** in two sites, Bhunga and Qunu has a dynamic and enviable opportunity to serve South Africa, as steward of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as **SUPPLY CHAIN MANAGEMENT SPECIALIST**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based in Mthatha, Eastern Cape.

POSITION: SUPPLY CHAIN MANAGEMENT SPECIALIST
Remuneration Package: R340 000-380 000 CTC

PURPOSE OF THE POSITION: To provide specialized support service to the museum with regard to procurement of Goods and Services.

KEY PERFORMANCE AREAS:

The appointee will be required to give special attention to the delivery of the following:

- Coordinate Demand and Procurement plans
- Ensure compliance with PFMA, B-BBEEA, PPPFA, SCM guidelines and National Treasury Regulations
- Source quotations and ensure value for money
- Process purchase requisitions and Orders
- Follow up on outstanding orders from suppliers
- Maintain day-to-day stakeholder relations
- Handle Stakeholder queries
- Administer the bidding process
- Render a secretarial and/or facilitation service to the Bid Committees
- Administer all SCM records and registers within a specified timeframe and agreed format
- Effectively administer the contract Register and Monitor compliance of service providers with SLA's
- Assist in the Preparation of tender and proposal specifications
- Ensure that all tender specifications comply with relevant legislation, regulations and policies
- Prepare Bid Documents, schedules and arrange bid meetings, and ensure the proper recording of bid proceedings
- Provide proper guidance and support to the organisation regarding acquisition of Goods and Service

- Continually research new products to obtain best-value purchasing for the museum
- Develop and maintain and a SCM Policy.
- Perform other lawful duties as assigned by the Chief Financial Officer.

Knowledge Requirements:

- A BCom Accounting degree or relevant (Articles will be added advantage) and 2 years' experience in public services SCM OR a diploma in SCM or relevant and 3 years' experience in public services SCM
- Extensive knowledge of financial management and SCM processes
- Extensive knowledge of PFMA, B-BBEEA, PPPFA, SCM guidelines to the Accounting Officers and National Treasury Regulations
- Strong conceptual thinking ability
- Research, Development skills and holistic contracts management acumen ship.
- Networking ability
- Planning and organising skills
- Computer literacy
- Communication skills
- Punctual and professional with ability to work under pressure.
- Valid Drivers licence is a requirement for this position

Diverse relevant experience including:

- Experience of managing Service Level Agreements.
- Knowledge of the public sector supply chain management framework;
- As many elements of the Demand and Supply value chain as possible

Attributes:

- Commitment to customer service
- Sophisticated, discreet mature individual with integrity

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and Certificates that are not older than three months under a **covering letter clearly marked "SCM VACANCY"** to:

**The Human Resources
Nelson Mandela Museum
P.O Box 52808
Mthatha
5099**

Or email your application with the subject matter **"SCM VACANCY"** to hr@nelsonmandelamuseum.org.za or hand deliver to: Nelson Mandela Museum, Corner Owen Street and Nelson Mandela Drive, Bhunga Building, Mthatha, 5099.

No faxed applications will be accepted.

All enquiries are to be directed to: The Human Resources Unit, Ms N Ndimba at 047-501 9500.

Closing date for applications is 06 July 2018 at 16:h00


Applications received after closing date will not be considered.

Correspondence will only be entered with short-listed candidates.

All successful candidates will undergo pre-employment screening and vetting.

NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended.

NMM reserves the right not to appoint.

P.P. 
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B Tyhulu (Mr)
Chief Executive Officer