



*in the footprints ...*

**NELSON MANDELA MUSEUM**

Bunga Builing, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa  
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The **Nelson Mandela Museum** in four sites, Bhunga, Qunu Youth and Heritage Centre, OR Tambo Garden of remembrance and Ingquza Hill memorial site, 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: R426 369 -R522 632 CTC**

**PURPOSE OF THE POSITION:** To provide specialized support service to the

museum

with regard to procurement of Goods and Services and asset management.

**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 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 an SCM SOP and Policy.
- To prepare periodic asset inventory counts and reconciliations.
- Manage the issuing, recording, reconciliation, safeguarding and accounting of assets.
- Develop and update fixed asset register and ensuring that each office has a fixed asset list.
- Prepare monthly and quarterly asset schedules depreciated to facilitate monthly and quarterly reporting.
- Provide accounting and financial information and responses to risk, audit and other assurance providers.
- Ensure that every asset item is uniquely bar coded.
- Implement asset management policy in relation to valuation and revaluation of assets and other provisions.
- Perform other lawful duties as assigned by the Chief Financial Officer.

### **Knowledge Requirements:**

- BCom Accounting or Supply Chain Management degree or relevant (Articles will be added advantage) and 5 years' experience in public services SCM
- Extensive knowledge of SAGE 200, public financial management, asset management and SCM processes
- Extensive knowledge of PFMA, B-BBEEA, PPPFA, GRAP standards, 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](mailto: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 Yoleka Khumelwana at 047-501 9522.

**Closing date for applications is 17 October 2025 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.**

Mr M Msongelwa CA(SA)

Acting Chief Executive Officer