

JOB DETAILS

Job Title : Head: Supply Chain Management
Division : Finance and Treasury
Unit : Finance
Remuneration : 1 695 621,00
Job Type Classification : Permanent
Email CV to : recruitment@tianaconsulting.co.za
Closing Date : 27 October 2025

MAIN PURPOSE OF THE JOB

To lead and establish appropriate Supply Chain Management (SCM) principles within the organisation by developing, implementing, enforcing and maintaining policies, standards and processes in line with legislation and the strategic objectives of the corporate plan..

Key Performance Areas

1. Develop, Implement and Maintain Procurement Strategy, Policies and Processes

- Develop a Procurement strategy in accordance with the prescribed format as aligned to the Corporate plan
- Develop, Manage and Maintain the SCM policy based on legislative requirements and submit to EXCO and Board for approval.
- Design and Conduct workshops with the affected groups/divisions of the strategy and policy to adjust or modify associated policies, processes and strategy
- Develop the implementation plan, including action plans, in the prescribed organisational format inclusive of organisational position related to the specific elements
- Make recommendations, related to the strategy, to the relevant role players
- Discuss the implementation of the approved strategy with the relevant role players to enable planning of the implementation
- Obtain and secure the associated resources to enable implementation of the strategy
- Implement the strategy in accordance with the Delegation of Authority
- Develop, manage and maintain an SCM standard operating procedure manual to support the execution of the Procurement Strategy and enable business to obtain its objectives
- Develop, manage and maintain a supplier development , contracts and supplier performance strategy and implementation plan

2. Manage Operational Activities and Decision Making

- Manage and oversee the procurement of goods and services in line with policy, procedures and relevant legislation across the Land Bank Group
- Manage procurement spend in line with budgets across the Land Bank Group
- Manage expenditure and purchasing in line with the Annual Procurement plans of the Land Bank group
- Approve suppliers in line with relevant legislation, policies and processes
- Approve purchase orders in line with relevant legislation, policies and processes
- Manage tender process for all expenditure above the request for quotation threshold.

3. Tender Process Management

- Review requests received from business based on the SCM template and request additional information as required
- Assess financial implications of tender based on budget availability
- Manage the approval process for the potential tender and sign off as support of the request

- Submit to procurement committee for approval and advise on content
- Manage and oversee the publication of tenders to the national treasury and Land Bank Group websites and other websites.
- Manage briefing session approach, process and standards
- Sets criteria and standards of review and assessment of responses
- Constitute technical evaluation committee, review and evaluate the technical responses received in line with the approved technical criteria
- Shortlist to second phase including pricing and BBBBEE and sign off
- Sets approach for compliance screening

4. Manage Contracts, Supplier Performance, Supplier Development and B-BBEE

5. Manage SCM Governance, Risk and Compliance

- Manage, enforce and monitor National Treasury SCM legislation, procedures and practice notes within the SCM function and the Land Bank Group
- Manage compliance to other relevant industry specific legislation within the SCM function
- Manage annual procurement plans in line with National Treasury requirements
- Report to National Treasury on a quarterly basis against procurement plans, tender spend, contracts and deviations from process
- Report to EXCO monthly with regards to SCM spend across the Group
- Report relevant Board committees on a quarterly basis.

6. Management of Stakeholder relationships (EXCO/Procurement Committee/Project Portfolio Committee/Board/Board Sub-Committees/National Treasury)

- Act as CEO Nominated member of the National Treasury SOE SCM forum, represent committee meetings, raise concerns at a national treasury level, ask questions – represent the LB
- Sit on various committees to represent SCM
- Member of the SOE Procurement Forum
- Member of the Project Portfolio Committee
- Provide advice and guidance at all levels of the Land Bank Group
- Provide advice and guidance at an executive and board level
- Reporting at an EXCO and Board level on SCM across the Land Bank Group
- Present SCM requirements at staff induction

7. Departmental and People Management

- Performance Management
- Capacity Planning
- Financial Management

Preferred Minimum Education and Experience

- 3 Year Degree in Supply Chain Management
- MCIPS diploma
- Experience within a state-owned entity Procurement environment 10 years
- Experience as head of procurement / Manager:SCM
- 7 years head of procurement and 10 years Manager SCM.

Critical Competencies

- Microsoft Office

- Knowledge / Experience Procurement Systems
- Legislative and Regulatory Requirements
- Public sector including State-Owned Enterprises (SOE) Procurement Procedures
- Finance Principles

Additional Requirements

- Travel as and when required
- Long hours as and when required