

## EXTERNAL JOB POSTING

### SUPPLY CHAIN SPECIALIST

The Mvula Trust is the leading NGO in the rural water supply and sanitation field in South Africa, with a solid track record, high calibre staff and a network of relationships and partnerships with the major stakeholders in the sector. The mission of the Mvula Trust is to improve the health and livelihoods of poor and disadvantaged South Africans using and maximising community-based approaches to facilitate delivery of integrated and sustainable water, sanitation and related services, while ensuring that people's voices are heard.

JOB INFORMATION			
Job Title	Supply Chain Specialist	Occupational Level	N/A
Job Grade	9	Reports to	Chief Financial Officer
Department	Finance	Closing Date	22 November 2021
Location	Limpopo Regional Office	Employment Type	Permanent Contract

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**PURPOSE OF THIS JOB**

The Mvula Trust is seeking a highly driven and goal orientated candidate for the position of Supply Chain Management Specialist in the Office of the Chief Financial Officer based in Polokwane Regional Office. The key functions will include amongst others:

**KEY PERFORMANCE AREAS**

- Ensure effective and efficient internal financial controls are established.
- Report all detected non-compliant and ensure that corrective actions are taken
- Ensure effective management of bid/ tender processes and administration.
- Contract management and administration and management of assets and inventory
- Management and implementation of a procurement system according to the relevant prescripts and legislations
- Implementing and monitoring supply chain management and internal controls to ensure compliance with prescribed legislation in terms of the PPPFA, BBBEE Act, Supply Chain Management policy and CIDB Act.
- Ensure effective management of bid/ tender processes and administration.
- Provide advice and guidance and information to officials on all supply chain management processes.
- Ensure a demand management plan that meets the operational and strategic plans is in place and submitted in accordance with the prescribed timeframes.
- Review and maintain supply chain management policies and procedures
- Management of staff and other resources in the supply chain management process.
- Collaboration with other departments, such as Finance, Legal Services, Operations and Regional offices identify or qualify new supplies or consultants.
- Document physical supply chain processes, such as workflows, turnaround times or system flows.
- Document/BID Filing and Storage

**QUALIFICATIONS & EXPERIENCE**

- B.Com degree in supply chain management or procurement or logistics management.
- At least five (5) years' hands-on experience in supply chain management
- Two (2) years' experience in managing/ leading or supervising supply chain management unit
- Thorough knowledge of the PPPFA, BBBEE Act and CIDB Act.
- Experience working with SAP Business One system will be added
- Good knowledge and experience of bid processes
- Procurement and financial management skills

Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za)

**PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS**

**N.B Interested candidates must avail themselves at any date, venue and time as determined by the Mvula Trust.**

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.