ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

ASD: Supply Chain and Asset Manager: on SL9
with basic salary between R487 197,00 and R573 897,00 per annum.

Location: Central Office - (Upington)

Post Reference No: NCRTVET/687/10/2026/SUP/FS/SCAM/CTO/02

The NCR TVET College invites suitably qualified and experienced candidates to apply for the permanent post of **Supply Chain Manager (Salary Level 9)**. As a vital member of our Financial Services team, the successful candidate will be responsible for overseeing the full procurement lifecycle, ensuring that the College's acquisition of goods and services is conducted in a manner that is fair, equitable, transparent, competitive, and cost-effective. We are seeking a strategic thinker with a high level of integrity who can navigate the complexities of public sector compliance while optimizing our internal supply chains to support the academic excellence of our students.

Minimum Requirements:

Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Supply Chain Management or related field.
A minimum of five years (5) working experience in a Supply Chain Management environment
At least 3 years relevant Supervisory experience.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.
A valid driver's license and willingness to travel.

Recommendations:

Knowledge:

Legislative Frameworks: Public Finance Management Act (PFMA), Treasury Regulations, and the PPPFA.
Sourcing Strategies: Demand management, acquisition management, and contract management.
Public Sector Procurement: Working knowledge of the Central Supplier Database (CSD) and e-Tender portals.
Asset Management: Knowledge of GRAP standards regarding asset registers and disposal.

Skills:

Analytical Thinking: Ability to interpret complex financial data and procurement trends.
Negotiation: Proven ability to manage Service Level Agreements (SLAs) and vendor relations.
Communication: High-level verbal and written reporting skills for council and internal Section and Unit presentations.
Computer Literacy: Proficiency in MS Office (Advanced Excel) and relevant ERP systems (e.g., COLTECH).
Leadership: Strong team management and conflict resolution capabilities.

Experience:

Extensive experience in **bid committee administration** (specification, evaluation, and adjudication).
Proven track record in **inventory control** management.
Experience in **internal audit coordination**, specifically addressing SCM findings.
Experience in the development and **implementation of SCM policies** and standard operating procedures (SOPs).

Additional Qualifications or Experience:

A **Postgraduate qualification** (Honours or BCom Hons) in Supply Chain or Finance.
Completion of the **National Treasury Public SCM Municipal Minimum Competency** levels.
Experience specifically within the **TVET or Higher Education sector**.
In-depth knowledge of the **CET Act** (Continuing Education and Training Act).
Registration with a relevant professional body (e.g., CIPS).

Key Result Areas:

Demand and Acquisition Management

The manager must ensure that the procurement of all goods and services aligns with the College's Annual Procurement Plan.

Key Tasks: Overseeing the specifications process, managing the quotation system for lower-threshold purchases, and ensuring all acquisitions are competitive and cost-effective.

Performance Indicator: 100% execution of the approved procurement plan within budget.

Logistics and Inventory Management

This area focuses on the physical movement and storage of goods across various campuses.

Key Tasks: Managing the central stores, overseeing the distribution of textbooks and consumables to satellite campuses, and maintaining optimal stock levels to prevent over-purchasing or stock-outs.

Performance Indicator: Accuracy of inventory records and reduction in stock loss/wastage.

Bid Committee Secretariat and Administration

The SCM Manager acts as the custodian of the formal bidding process.

Key Tasks: Facilitating the Bid Specification, Evaluation, and Adjudication Committees. Ensuring that all bids are advertised, opened, and awarded in strict accordance with the **PPPFA (Preferential Procurement Policy Framework Act)**.

Performance Indicator: Zero successful appeals or legal challenges against awarded tenders due to procedural non-compliance.

Contract and Supplier Performance Management

Once a service provider is appointed, the SCM Manager must ensure value for money is realized.

Key Tasks: Monitoring the performance of service providers against Service Level Agreements (SLAs), managing contract renewals/terminations, and maintaining an updated and compliant database on the **Central Supplier Database (CSD)**.

Performance Indicator: Timely delivery of services and documented quarterly supplier performance reviews.

Asset and Disposal Management

Responsible for the lifecycle of the College's movable assets, from acquisition to retirement.

Key Tasks: Maintaining a GRAP-compliant asset register, ensuring all assets are barcoded and tracked across campuses, and managing the disposal of redundant or obsolete assets through auctions or transfers.

Performance Indicator: Successful reconciliation between the asset register and the general ledger during annual audits.

Compliance, Risk Management, and Audit Support

Ensuring the SCM unit always remains "audit-ready".

Key Tasks: Developing and implementing internal SCM controls to prevent irregular, fruitless, and wasteful expenditure. Preparing all necessary documentation and "audit trails" for the Auditor-General (AG) or internal auditors.

Performance Indicator: Achievement of a "clean audit" outcome for the Supply Chain Management unit.

CLOSING DATE FOR APPLICATIONS: Friday, 20 November, 2026

Only fully completed and online submitted applications, on the relevant website provided, are valid applications that will be accepted as an official application. You can use the following link to apply for this position:
https://ncrz83.ngnscan.co.za/
No physical/written/emailed application may be submitted for this position, in which case such applications will be discarded and excluded from the Recruitment and Selection processes.

Enquiries: Mr. PJ Reyneke (Tel: 0871882060)

PLEASE NOTE THE FOLLOWING:

The College is an equal opportunity, affirmative action employer.
Disabled persons with the relevant qualifications are encouraged to apply for this position.
The prescribed Z83 application form as well as your comprehensive, up-to-date CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a comprehensive, up-to-date CV, will disqualify your application.
Correspondence will only be entered into with candidates that were short-listed.
Applications received after the closing date and time will not be considered for the post.
By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to shortlist or not to shortlist the applicant regarding any vacant post at any site of the employer.
If there is no response received within 3 months after the closing date, please regard your application as unsuccessful.
The NCR TVET College reserves the right not to fill this post.