



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### SUPPLY CHAIN MANAGEMENT

#### **INTERNAL ADVERT**

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position is currently available.

#### **Specialist: Infrastructure Procurement (1 Post)**

*Ref: 45/2022/NGM/P8*

The University is looking for a vibrant individual who will be responsible for actively supporting and advising the Director: Supply Chain Management and team in meeting the strategic objectives and goals of the Finance Department through providing various internal and external clients with infrastructure procurement and logistics management services. The incumbent must meet the requirements, competencies and be responsible for the key performance areas listed below:

#### **REQUIREMENTS**

- Bachelor's degree in Commerce, Supply Chain Management (SCM), Construction/Built Environment, Project Management or equivalent
- Five (5) years working experience in SCM, including Infrastructure Procurement
- At least two (2) years' experience in supervisory level
- Knowledge of SCM policies and procedures, Construction Industry Development Board (CIBD) Act
- Knowledge of Project Management, Construction Management, Reporting and Supplier Management
- Knowledge of PPPFA and Treasury Regulations
- Ability to work with multi-disciplinary team
- Demonstrated professional Supplier Management experience including, but not limited to, sourcing, selecting, monitoring and reporting performance
- Proficient in the use of Microsoft Office Suite, specifically Microsoft Excel, Word and PowerPoint
- Experience in Construction and Maintenance systems implementation, including Enterprise Resource Planning (ERP)
- Experience in CIDB Management tools

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Good communication, presentation and interpersonal skills
- Good planning and execution skills
- Resource management

- Sound understanding of the CIDB Act
- Basic knowledge of Legal/Finance for reporting on commitments and provisions
- People management including performance management
- Building strategic alliances and partnerships
- Quality assurance and risk management
- Corporate governance
- Health and safety management
- Decision-making and problem solving
- Stakeholder management skills
- Relevant legislation and law; especially contract law
- Client/student service orientation

## KEY PERFORMANCE AREAS

- Support tactical development and execution
  - Support the Director/Deputy Director on various infrastructure procurement related activities
  - Manage the implementation of the SMU Infrastructure Procurement and Delivery Management Policy
- Expert advise and Infrastructure Procurement
  - Analysis of the procurement needs and determine the procurement strategy for construction and infrastructure projects
  - Completion of procurement of all required goods, works and services on a timely basis and in an accurate manner
  - Preparation and review of technical specifications, terms of references, scopes of works, bill of materials for construction projects
  - Elaboration and implementation of proper needs assessments and requirement definition approaches to assist with identification of projects' procurement needs
  - Creation and implementation of proper monitoring and control system of procurement
  - Together with the designated technical committee, review and evaluate the offers or proposals received and prepare the report for the award of contract and for the presentation to the Bid Committee
- Development of Policy and Procedure
  - Assist with drafting and providing input into Infrastructure Procurement Policy
- Undertake Quality Assurance and Risk Management
  - Provide quality assurance and oversight to all infrastructure procurement related functions by evaluating and identifying gaps in policies, procedures, business systems, processes, or tools, and recommend and implement updates and/or improvements ensuring organisational efficiency, effectiveness and standardization
  - Input on risk register and mitigating factors for infrastructure related projects
  - Develop risk strategy document management
- Records Management Systems: Information Management
  - Ensure proper records management systems are in place
- Financial Management
  - Provide input into supply chain management operating and capex budget
  - Provide Infrastructure Management Spend regularly as required
- Performance Monitoring, Evaluation and Reporting
  - Relevant tactical and operational reports as and when required
  - Research and implement best practices
  - Communicate and consult with relevant stakeholders
- End user Educational Workshop and Training
  - Assist with the orientation and training of current and new staff on supply chain management policies, procedure and protocols
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Line Manager

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**Closing date: 5 August 2022**

**Applications through Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mrs NG Motsamai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by email at [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za)

**The applications may also be posted or hand delivered to (place in an application box):**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3893.*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

*Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.*

*The University reserves the right not to make an appointment.*