



a world class African city



Pikitup Johannesburg (Pty) Limited

63 Juta Street	Private Bag X74	Tel +27(0) 11 712 5200
Cnr Bertha Street	Braamfontein	Fax +27(0) 11 712 5322
Braamfontein	2017	

www.pikitup.co.za

Vacancy

Closing date for applications: 22 July 2011

Position : **General Manager – Supply Chain Management**
 Department : **Supply Chain Management**
 Location : **Head Office**
 Level : **E1**
 Reporting to : **Chief Financial Officer**

Key Responsibilities:

- + Develop the SCM policy in line with current national benchmarks.
- + Prepare and present the SCM unit business plan and associated budget for approval.
- + Evaluate performance against business plan and budget monthly.
- + Prepare and submit monthly performance feedback reports within deadline.
- + Render the secretariat function for the various SCM committees.
- + Oversee the bid process in terms of administration, coordination and committee decision making to ensure effective procurement on time and at the best possible price.
- + Provide advice to the bid committees, the executive and the Managing Director.
- + Formulate the acquisition management plan to support the business plan.
- + Manage the strategic and operational sourcing process.
- + Manage commodity inventory levels to prevent stock outs/ overstocking.
- + Assess, finalise and present all tender evaluation reports to the Bid Adjudication Committee.
- + Develop BEE and SMME suppliers in line with empowerment strategy.
- + Develop, implement and monitor the Expanded Public Works Programme (EPWP) in line with strategy.
- + Oversee the database of accredited suppliers' information.
- + Maintain high-level BEE/SMME stakeholder relationships.
- + Perform regular risk assessments, communicate results appropriately and ensure that strategies are in place to mitigate such risks timeously.
- + Develop a risk strategy and profile.
- + Ensure that asset management systems and plans are in place and monitored.
- + Manage stores effectively to store stock securely, ensure the rotation of stock, ensure obsolescence and shrinkage are kept to a minimum as well as accurate accounting for stock holding.
- + Ensure disposal management planning and execution.
- + Ensure smooth coordination of all SCM functions as well as end-user satisfaction.
- + Supervision and development of staff.

Directors

*I Mkhabela (Chairman), *Dr W. Nyabeze, *Y. Ndema, *L. Brenner, *K. Parirenyatwa, *N. Msezane, *H. Sutherland, Dr. N. Mabuya, *T Mashanda

*Non Executive

B Memela (Company Secretary)

Requirements and Experience:

- ✚ BCom degree
- ✚ MBA or equivalent would be ideal
- ✚ 8 years experience in supply chain management, at least 3 years of which will have been in a management position
- ✚ Exposure to the Municipal Finance Management Act and Preferential Procurement Policy Framework Act
- ✚ Knowledge of relevant legislation

Particulars of advertiser:

E-mail: recruitment@pikitup.co.za

- **Please quote the above position name on all correspondence relating to this circular / advert.**
- **Pikitup reserves the right not to fill any vacancies.**
- **Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within 30 days after closing date of the advert please consider your application unsuccessful.**
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**