

SUPPLY CHAIN MANAGER

SALARY: MARKET RELATED

KZN Growth Fund is a Private Equity and Private Debt Fund based in Durban reporting to the KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs (EDTEA). The Fund seeks to appoint an experienced and suitably qualified Supply Chain Manager.

Reporting to the Acting Chief Financial Officer, the successful candidate will be responsible for providing an effective, centralised supply chain management function to KZN Growth Fund

Key performance areas:

- Develop and manage SCM processes to drive best economic value;
- Set up systems and controls to monitor and evaluate procurement procedures;
- Review the compliance check on all bids received;
- Review the database of preferred and approved suppliers;
- Annual review of the SCM policy;
- Develop and update SCM Procedures;
- Provision of training to users on all SCM procedures and processes;
- Review of procurement files to ensure audit readiness
- Develop and manage procedures to acquire services, works and goods for internal clients;
- Develop and manage systems and processes for acquiring goods and services;
- Manage and maintain logistic costs and budgets;
- Negotiation of settlement discount and/or preferential payment terms.
- Manage BBBEE process in the acquisition of goods and services
- Develop an annual procurement plan;
- Develop a process and system for ensuring that the performance of suppliers are measured and managed;
- Identify the best procurement strategies for KZN Growth Fund
- To solicit suppliers for inclusion on the supplier database
- To assess, vet and evaluate companies before inclusion onto the supplier database
- To properly manage and maintain the supplier database
- Manage quarterly and annual supplier forums
- Manage the process of training the suppliers
- Manage and motivate staff to achieve maximum performance by training, mentoring & skills development



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Trustees: Mr SS. Buthelezi (Chairperson) - Adv KP. Thango - Ms B. Zulu – Mr A. Dhuki – Mr SZ. Hlophe
Ex officio: Mr L Zondi (Acting CEO)

Registration No. IT1437/2007(PMB)

- Manage Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously
- Manage and supervise procurement team;
- To Facilitate the procurement committees;
- Issue weekly reports of procurement status to each user department
- Issue monthly reports against procurement plan;
- Issue quarterly reports of BBBEE spend
- Provide advice to users on the most effective & compliant procurement strategy
- Submit all procurement reports timeously
- Address all audit queries timeously
- Capacitate SCM Administrator
- Manage supplier contracts and performance in line with the SLA

The following minimum requirements must be met to be considered for this position:

- Degree in Procurement/Supply Chain Management and Honours Degree in Finance/Banking/Economics/Engineering and related fields;
- 3 years middle management related experience.
- 5 years working within a procurement/ SCM environment.
- Experience with an electronic procurement system
- 3 years' experience in MS Office Suite.
- **Knowledge of PFMA legislation and Treasury regulations is a must**
- Good communications skills.
- Good problem solving skills
- Clear understanding and exposure to financial modelling and ability to interpret.
- Good understanding of policies and procedures
- Genuine commitment to highest ethical standards and to sustainable development with particular sensitivity to social and environmental issues;
- Negotiation, analytical, interpersonal and management skills;
- Diplomatic and business orientated manner;
- Computer literacy (MS Office Suite);
- Ability to communicate at all levels, both internally and externally and
- Excellent written and verbal communication in English.

KZN GROWTH FUND TRUST EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

Interested applicants should forward a motivation letter of how each of the entry requirements are met, a detailed CV, certified copies of qualifications and ID document to:

Precious@kzngf.co.za

CLOSING DATE: 08 FEBRUARY 2021