

# HEAD – SUPPLY CHAIN MANAGEMENT NATIONAL HEALTH LABORATORY SERVICE

## LOCATION: SANDRINGHAM

**Pay Grade: D5**

**Reference Number: CORPFIN0322/001-02  
(03901.001.1510)**

### KEY JOB RESPONSIBILITY

- To develop and implement Supply Chain Management (SCM) Strategy, policies and procedures to ensure alignment with business needs and to offer a quality cost effective at all times.
- To monitor and enforce compliance to applicable legislative SCM requirements.
- To develop, monitor and control annual departmental (SCM) budget in order to ensure the most effective utilisation of resources and containment of costs within budgeted limits.
- To generate and submit monthly, quarterly and annual SCM reports to the National Treasury and NHLS in order to meet regulatory requirements.
- To support the business in evaluating new technology that is relevant to the organisation.
- To train and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.
- To oversee the development and management of SCM logistics strategy in line with the business objectives and ensure the implementation thereof by providing direction to NHLS.
- To oversee the development logistics and Material inventory management strategy to enable effectiveness management of NHLS logistics and inventories.
- To oversee the optimal usage of NHLS courier/Transportation service providers to ensure effective utilisation of NHLS assets.
- To provide leadership direction in the development and distribution models and principles.
- To develop transport economy model in order to calculate the sustainability of routes and usable economic transportation rates to ensure effective cost management.
- To oversee the development and implementation of demand and supply Strategy for NHLS to ensure proper planning, management and forecasting.
- To plan and manage SCM budget analysis related to SCM demand and supply to ensure effective management.
- To lead the development of demand and planning management model with NHLS.
- To oversee the development of effective Acquisition systems in order to promote best SCM practices.
- To oversee the development of a savings reporting mechanism to analyse spending and identify potential savings.
- To develop and oversee the Acquisition unit to ensure effective and timeous SCM service delivery.

- To develop referential procurement strategy and departmental annual costing saving targets to meet legislative and NHLS requirement.
- To ensure effective development of NHLS supplier database system.
- To develop and implement effective payment strategy to ensure continuous and effective payments of Suppliers.
- To oversee the effective management of relevant internal and external stakeholder in order to sustain effective relationship.
- To oversee the management of resource allocation to ensure effective utilisation of SCM resource/capital in line with organisational requirement / needs.
- To ensure effective management of risk in relation to SCM functions.

### MINIMUM REQUIREMENTS

- Honours Degree Supply Chain/Business Administration/ Logistics/Business Management/Commerce (NQF Level 8).
- 8 to 10 years' experience in Supply Chain Management / Procurement
- At least 5 years' experience in senior management role
- Knowledge of PFMA, PPPFA, BBBEE
- Procurement knowledge
- Knowledge of Treasury regulations
- Knowledge of General employment Laws
- Project management
- Interpersonal Skills
- Negotiation skills
- Knowledge of procurement relevant legislation
- Ability to understand legal contracts
- Financial skills/ Budgeting skills
- Administration and organisational skills
- Leadership skills
- Computer literacy
- Ability to meet deadline
- Planning and organising skills
- Communication skills (verbal & written)
- Strategic thinking

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za) or visit the NHLS career page at <http://intranet.nhls.ac.za>

**Closing date: 22 MARCH 2022**

