



Limpopo Tourism Agency (LTA) is a schedule 3c parastatal mandated in terms of Limpopo Tourism Act of 2009 to amongst other things promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing), support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation. LTA as an environment that encourages innovation, creativity and self-management, has the following challenging position at their Head Office in Polokwane. Limpopo Tourism Agency is an equal opportunity employer committed to the achievement and maintenance of diversity as well as employment equity. WOMEN and PEOPLE WITH DISABILITIES are encouraged to apply.

Post : Manager: Supply Chain Management

Ref No. : 002/21

Salary : R785 284 (Total cost to Company Salary including benefits: Not Negotiable)

Reporting : The Position reports to the Senior Manager: Supply Chain Management

ESSENTIAL REQUIREMENTS OF THE POST

Qualification

- Grade 12
- Degree in Procurement / Supply Chain management / Purchasing Management

Work Experience

- 4 years' relevant experience
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Knowledge of MS Office

JOB PURPOSE

To manage supply chain management operations in the entity.

DUTIES OF THE POST

Demand management:

- Provide supply chain data for strategic planning and project forecasting
- Conduct industry and commodity analysis for core products and services utilised by the Agency
- Conduct analysis of procurement expenditure for preceding years and provide departments with accurate data in that regard
- Collate procurement schedules of all projects as in the strategic plan and Annual Performance Plan, and develop annual procurement plan in alignment with programme and project implementation and budget

- Carry out quality assurance / risk assessment of the annual procurement plan, and subject it to a synchronisation test with all projects for feasibility of its implementation
- Recommend the annual procurement plan as the final document, facilitate its printing and submission to the CFO for approval, and through the CEO to LEDET and Office of the Provincial Treasury
- Develop bid specifications / terms of reference for all projects

In order to ensure procurement of goods and services is in line with strategic planning and performance planning of the Agency

Acquisition management:

- Implement annual procurement plan
- Determine appropriate sourcing strategy / procurement method
- Manage invitation of quotations (RFQs) on the basis of a preferred database of vendors or Central Supplier Database (CSD), for the purchase of goods and services
- Manage the invitation of competitive open bids (RFPs) for the purchase of goods and services, including compulsory briefing and site inspections
- Facilitate the evaluation of quotations and open bids
- Facilitate the adjudications of quotations and open bids
- Facilitate conclusion of contracts / service level agreements with bidders
- Manage contracts / service level agreements with bidders in relation to:
 - Progress with assigned project
 - Completion of project
 - Extension of project duration
 - Cession of contract
 - Termination of contract
 - Non-compliance and non-performance
- Compile and forward the consolidated bid statistics to the Board and LEDET or Provincial Treasury

In order to ensure that procurement of goods and services is carried out in line with the annual performance plans, and within the regulatory framework

Purchasing management:

- Create and maintain an electronic vendor management database
- Maintain entity and individual statuses on the SCM system
- Process specifications, and support acquisition management with the selection of vendors for RFQs, on the basis of a random system
- Process requisitions into purchase orders
- Commit orders for payment on the payment system

In order to ensure that there is compliance with the laid down processes and procedures for acquiring goods and services.

Provisioning stores:

- Draw up lists of store items / inventory on the basis of commodity analysis and procurement spent analysis from demand management
- Determine inventory / stock levels to maintain demand from users
- Determine inventory / stock re-order levels using an adopted scientific method (e.g. EOQ - Economic Order Quantity; EBQ - Economic Batch Quantity)
- Issue store items to users using a pre-approved / pre-adopted process and procedure, and as intended in the policy
- Maintain accurate records of movement of stock / inventory

- Facilitate stock-taking of inventory by Asset Management for purposes of compiling annual financial statements
- In order to ensure the proper ordering, storage, issuing, and accounting for store items

Supply chain performance:

- Monitor compliance to norms and standards, in association with Internal Audit
 - Ensure cost-efficiency of SCM processes
 - Monitor SCM practices against policy, processes and procedures
 - Continuous analysis of the performance of the supply chain management activities in relation to projects
 - Analysis of the quality of goods and services delivered (performance measurement of all suppliers)
 - Determine efficiency savings and trends in price variances (year-on-year price comparisons on same or similar goods or services)
 - Compliance with contract conditions and the regulatory framework (effectiveness of contract management)
 - Evaluation of SCM records management practices within the regulatory framework
- In order to assure that procurement of goods and services takes place within the regulatory framework, and that it is efficient and effective.

Notes:

Applications, together with a concise CV, certified copies of certificates ,ID copy, and Drivers Licence can be hand delivered at ERF 92/688, Portion 2, Southern Gateway EXT 4, N1 Main Road, Polokwane or emailed to: recruitment@golimpopo.com for the attention of the Acting Chief Executive Officer.

No faxed applications will be considered. All general enquiries should be directed to Mr. Chris Ramoshaba at (015) 293 3600 / 3737.

Closing Date: 06 December 2021

PLEASE NOTE: Appointable candidates will be subjected to personnel suitability checks- (Verification of qualifications ,criminal record checks and security vetting).

If you do not receive any response within three months, please accept that your application was not successful. The entity reserves the right not to make any appointment to this position.