Unit Manager Compliance Management

Job Grade (Market Related)

Reporting to the Senior Manager Supply Chain Management, the Incumbent will be responsible for effective Contract Management, the performance, maintenance and monitoring of contracts; the development of Supply Chain Management policies and procedures for Robben Island Museum (RIM); to ensure optimum compliance on Supply Chain Management prescripts and regulations for the organization.

Duties and Responsibilities:

- Conduct performance assessment of the physical supply chain;
- Contracts Manager for the organization, monitoring, maintenance and performance of all contracts;
- Develop implement and review Supply Chain Management policies;
- Identifying internal Supply Chain Management weakness, propose recommendations, implementation and monitoring thereof;
- Continuous assessment of compliance matters identified by internal and external auditors, National Treasury and the various regulations and acts which impacts on supply chain management;
- Analyse and mitigate risks inherent to Supply Chain Management processes and procedures;
- Review and align delegations.

Requirements:

- Bachelor's degree or equivalent qualifications, preferably Cost Management Accounting, Supply Chain or Business Management/Administration, Bcom, Bcom Acc Internal Audit;
- Excellent understanding and interpretation of Supply Chain Management practice notes, prescripts and guidelines from National Treasury and Department of Arts and Culture;
- 5 years experience in supply chain management or 3 years article experience.

RIM is an EE, AA, and reserves the right to not make an appointment if suitable candidate are not found.

Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable Referees, to recruitment@robben-island.org.za by no later than 03 March 2020. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10 MB.