Unit Manager Compliance Management

Job Grade 8

R503 439.78 – R704 791.03 Total Cost to Company

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 the right not to 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.