

2015-09-14

## UNIT MANAGER: ACQUISITION MANAGEMENT 5 Year Contract

Reporting to the Senior Manager Supply Chain Management, the Incumbent will be responsible for developing, implement and maintain the Supply Management System, oversee the overall Supply Chain Management Operations, S/he will provide directions and leadership to the SCM Unit by implementing standards and support mechanisms that will ensure that all procurement of goods and services are aligned with the strategic and Financial objectives of RIM.

### Duties and Responsibilities:

- Implementing of the approved Supply Chain Management system;
- On-going maintenance of the SCM systems to improve effectiveness and efficiency of system;
- Enforcing of the regulatory framework for SCM within Robben Island Museum (i.e. prescribed National SCM requirements aligned to legislation and policy and delegation frameworks within Robben Island Museum;
- Rendering assistance and administrative support to the line function managers and their delegates, other employees, evaluation committee, adjudication committee in the performance of their SCM responsibilities;
- Capacity building and training of employees involved in SCM process;
- Managing bid administration process;
- Regular reporting to the accounting authority on performance of the SCM system and comply to the reporting requirements for SCM as prescribed by regulations and policy;
- Maintaining and keeping a proper audit trail in respect of all transactions processed by the unit and on behalf of the line function managers;
- Managing of SCM personnel.

### Requirements:

- Minimum: NQF 6 Bachelor's degree or equivalent qualification, preferably in Supply Chain Management, Public Management, Business Administration, Public Administration; Cost and Management Accounting.
- Excellent understanding and interpretation of Supply Chain Management practice notes, prescripts and guidelines from National Treasury and Department of Arts and Culture;
- 5 years practical experience in supply chain management;
- 2 years Managerial experience.

### Technical Skills/Knowledge:

- Drivers licence (code 08);
- Application and interpretation of SCM legislative and regulatory Framework;
- Supplier management;
- Strategic sourcing;
- Public sector Supply Chain Management models and processes;
- Communication skills(written and Verbal);
- Computer skills.

RIM is an EE, AA, employer and reserves the right the right not to make an appointment if suitable candidate(s) 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](mailto:recruitment@robben-island.org.za) or fax 021 425 2131 by no later than 14 September 2015. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.