



an agency of the  
Department of Sport, Arts and Culture

## JOB PROFILE

<b>Position:</b>	Manager: Supply Chain
<b>Department:</b>	Finance
<b>Manager/Supervisor:</b>	Chief Financial Officer
<b>Position Status:</b>	3 Year Fixed Term Contract
<b>Job Grade</b>	P06
<b>Position Reference Code</b>	SCM01

Freedom Park is a national monument and heritage destination dedicated to honouring all those who gave their lives in the struggles for freedom. It is established as a cultural institution reporting to the Minister of Sport, Arts and Culture and is situated in Salvokop, on the southern tip of Pretoria.

Freedom Park is looking for ethical individuals who have a passion to contribute to national reconciliation and social cohesion. Applications are invited from suitably qualified and experienced persons for the position of Manager: Supply Chain.

### **JOB SUMMARY**

Reporting to the Chief Financial Officer, the incumbent will be responsible for providing strategic Supply Chain Management direction and managing SCM functions, including but not limited to:

- Actively coordinate all SCM activities of the organisation in order to ensure compliant SCM practices in the institution.
- Identify and develop appropriate risk management proposals aligned to PFMA and National Treasury Regulations.
- Manage and oversee the SCM Unit and Risk Management Unit.

- Review and submit all required statutory reports, such as performance reports, risk reports, procurement plans, and report on progress against procurement plans.
- Review and develop SCM policies and practices to ensure compliance with PFMA and regulations and be responsible for all SCM processes, including tenders.
- Be responsible for addressing all queries and findings from the entity's Internal Auditors General related to SCM and submit monthly SCM and procurement reports to the CFO for submission to the Management Committee.

## **JOB REQUIREMENTS**

### **Minimum Requirements:**

- Bachelor's degree in supply chain management or related field. A post-graduate qualification (NQF Level 8) will be an added advantage.
- 10 years of experience in supply chain management.
- 5 years of managerial experience.

### **Knowledge**

- Knowledge of Supply Chain Management
- Exposure to Financial Management, Risk Management and Performance Reporting
- Relevant legislation (National Treasury Regulations and Frameworks, PFMA and Instruction Notes)
- Public Sector statutory submissions
- Corporate Social Responsibility

### **Competencies**

- Report writing.
- Policy development skills
- Good analytical skills
- Good interpersonal skills

- Communication skills
- Computer skills
- Planning and organisational skills
- Conflict management skills
- Document management.
- Leadership and People management skills
- Financial management skills
- Code of Conduct
- Knowledge of PFMA.
- Entrepreneurial and Commercial thinking

Applications for internal candidates must be on the internal application form

All applications must be emailed to: [hr@freedompark.co.za](mailto:hr@freedompark.co.za)

All applications must contain a curriculum vitae, certified copies of educational qualifications, and identity document.

Successful applicants will be subjected to a verification/security clearance.

Closing date is 12 May 2024

***NB: If you do not receive any response within 14 days of closing days, please assume that your application was not successful. Correspondence will only be with shortlisted candidates.***