



## SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za  
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

## SUPPLY CHAIN MANAGER PERMANENT (RE-ADVERTISEMENT)

### JOB PURPOSE

The purpose is to create and drive the implementation of an appropriate and cost-effective procurement sourcing strategy within the governance and compliance framework of Sci-Bono Discovery Centre with the aim of reducing cost, complexity and improving procurement service levels as well as efficiency.

### PRINCIPAL ACCOUNTABILITIES

1. Provide input into departmental / divisional budget to ensure appropriate resource allocation in achievement of departmental goals;
2. Manage allocated budget through monitoring and seeking cost effective ways of achieving departmental goals;
3. Develop and implement a company-wide procurement strategy by considering the business requirements, company affordability (cost implications) and transformation targets in order to ensure appropriate delivery within the Organization's governance framework;
4. Craft negotiation strategies, lead supplier negotiations and oversee the conclusion of contracts / service level agreements by considering the Organization's consolidated approach in order to achieve a balance outcome in line with the organization's risk;
5. Report on Procurement Performance Levels and improve those performance levels;
6. Manage opportunities for cost reduction and efficiency improvement by implementing initiatives such as automated reporting, value chain programs and reporting forecasts;
7. Liaise internal and external stakeholders;
8. Work within allocated budgets;
9. Oversee procurement activities for functions ensuring that delivery times are adhered to;
10. Manage and report on Bids / Tenders;

### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)  
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle  
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)



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11. Manage supplier data base to the financial interest of the Organization;
12. Arrange and communicate Procurement Meetings in line with Organizational Policy and Procedures;
13. Chairing the Bid Evaluation Committee;
14. Implementation of a Bid Specification Committee;
15. Oversee the implementation of the SCM Policy;
16. Manage and oversee the migration of supply chain management processes, from manual to digital/electronic processes;
17. Produce quarterly reports for Management, Funders, Sub-Committees of the Board, and Board;
18. Prepare submissions for Bid Evaluation Committee, Bid Adjudication Committee, FINCOM and Board review and Approvals.

#### **EDUCATION**

- BCom in Procurement / Supply Chain / Business Management or similar;

#### **EXPERIENCE**

- At least 5 years' experience in Supply Chain Management and/or Finance
- Completed SAICA Articles will be advantageous
- Membership in a Controlling Body (e.g. SAPICS, CIPS, etc.) will be advantageous



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**KNOWLEDGE / SKILLS**

- Proven experience as Supply Chain Manager;
- Treasury Regulations
- Public Finance Management Act (PFMA)
- Projects Reporting
- Project sourcing skills;
- Contract Management skills;
- Good communication skills;
- Good inter-personal skills;
- Tender evaluation & adjudication;
- Computer literate

***The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office [recruitment.sci-bono@sci-bono.co.za](mailto:recruitment.sci-bono@sci-bono.co.za) with the Reference Number: REC/VR SCI-2021-08***

***Closing date: 17 November 2022***

***Disclaimer: Communication will be entered into with short listed candidates only.***

***Only CV's submitted with the correct subject line and by the Closing date will be considered.***