

INTERNAL AND EXTERNAL ADVERTISEMENT
VACANCY: SENIOR SUPPLY CHAIN MANAGER

The Office of the Ombud for Financial Services Providers (FAIS Ombud) was established by the Financial Advisory and Intermediary Services Act, 37 of 2002 (FAIS Act). Its objective is to consider and dispose of complaints in a procedurally fair, informal, economical and expeditious manner and by reference to what is equitable in all circumstances. The FAIS Ombud offices are located in the east of Pretoria in Gauteng.

The FAIS Ombud seeks to appoint the following:

Senior Supply Chain Manager to provide support and effective functioning in the office of the Ombud in the successful execution of the FAIS Ombud Strategic Supply Chain objectives.

Key Responsibilities:

- Implementation of Supply Chain Management and Asset Management Policies and procedures in the department;
- Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract;
- Compile and maintain a procurement plan;
- Compliance to monthly SCM reports;
- Oversee the utilisation of the Central supplier Database in the bid/quotation processes;
- Control and oversee a compliant execution of the bid/quotation processes;
- Contract Management;
- Compilation of Asset Management Reports;
- Management of Asset Disposal processes;

Call 080 111 6666 to anonymously report incidences of fraud at the FAIS Ombud

Fairness in Financial Services: Pro Bono Publico

- Management of Human Resources in the unit including performance assessment of the officials in the unit;
- Provide training to staff on new developments;
- Identify and mitigate risks within the unit;
- Administer demand management plans for all departments;
- Ensure compliances to SCM and Finance prescript and procedures;
- Supervise the activities of the Supply Chain Management department;
- Update the institutional Asset Register and ensure compliances to Asset Management Policies and Directives;
- Compile monthly reports to management regarding asset movement, acquisitions and losses;
- Facilitate auction or re-allocation of redundant assets.
- Other duties that may be assigned from time to time.

Qualifications and Experience:

- Minimum 3 year degree/National Diploma in Supply Chain Management /Accounting or Equivalent NQF 7 qualification;
- 3 - 5 years working experience in the area of Supply Chain Management;
- Knowledge of Asset Management;
- Proven supervisory and managerial experience;
- Experience in acquisition of goods and services;
- Demand and contract management;
- Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures.

Candidate must have:

- A high level of proficiency in computer skills (advanced Microsoft excel knowledge is required);
- Be in possession of a valid driver's license.

Call 080 111 6666 to anonymously report incidences of fraud at the FAIS Ombud

Fairness in Financial Services: Pro Bono Publico

Kasteel Office Park, Orange Building, 2nd Floor, c/o Nossob & Jochemus Street, Erasmus Kloof, Pretoria
P O Box 74571, Lynnwood Ridge, 0040

Phone: (012) 762 5000 / (012) 470 9080; Fax: (012) 348 3447 / (012) 470 9097

www.faisombud.co.za

Capabilities:

- Management skills;
- Excellent interpersonal relations;
- Good communication skills;
- Presentation skills;
- Problem solving skills;
- Planning and organizing skills;
- Integrity and professionalism.

Interested persons should forward their CVs to Applications@faisombud.co.za by no later than **21 December 2018**. Enquiries may be directed to **Ms. Mpho Diako** at 012 762 5000.

In accordance with the FAIS Ombud's Recruitment Strategy, preference will be given to candidates from designated groups.

The Recruitment and Selection Strategy allows and encourages staff referrals in instances where staff members know suitable external candidates for the advertised position.

Only shortlisted candidates will be contacted. Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.

Recommended candidates will be required to undergo a comprehensive background check, which may include security screening, psychometric testing and verification of credentials.

We reserve the right not to make an appointment.



Handwritten signature and date stamp: 2018.12.06

Call 080 111 6666 to anonymously report incidences of fraud at the FAIS Ombud

Fairness in Financial Services: Pro Bono Publico

Kasteel Office Park, Orange Building, 2nd Floor, c/o Nossob & Jochemus Street, Erasmus Kloof, Pretoria

P O Box 74571, Lynnwood Ridge, 0040

Phone: (012) 762 5000 / (012) 470 9080; Fax: (012) 348 3447 / (012) 470 9097

www.faisombud.co.za

