

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Title: Manager: Demand, Acquisitions and Compliance

Salary total package: Negotiable

Centre:

(Ref. WS06/112024)

Job Summary:

To effectively and efficiently manage the Demand, Acquisition and Compliance processes in the Organization, while ensuring compliance in order to manage risk.

Key Performance Areas:

- Conduct needs assessment through the collection and analysis of relevant market data, categorizing of commodities and the confirming of availability of funds.
- Identify preference points system and appropriate goals per commodity.
- Draft specifications/terms of reference and special conditions of contracts.
- Facilitate development of an acquisition plan for the SAWS.
- Assist Senior Manager in setting strategic and business planning objectives regarding the Unit's functions.
- Ensure sound advice and guidance with regard to Demand and Acquisition Management as well as Compliance.

- Ensured that all required reporting in the Unit is complete, accurate and submitted on time.
- Monitor compliance/ethics efforts in the company effectively.
- Ensure SAWS complies with SCM Legislative Framework
- Ensure compliance to SCM policies and procedures regarding the demand process in SAWS.
- Ensure that the SCM Policy and relevant SOP's are prepared, reviewed and up to date.
- Efficiently manage Quotation and Bid process and ensure adherence to all applicable legislation, prescripts, and policies.
- Ensure adherence to the SCM compliance program.
- Identifies, investigates and reports violations of rules, regulations, policies, procedures and Standards of Conduct to Manager.
- Manage performance & conflicts within subordinate employees & effect corrective actions, in line with company policies/procedure.
- Manage staff performance & facilitate improvement through regularly monitoring performance & providing required coaching, support & feedback.
- Monitor service providers' (contractors) performance and effect corrective action on any deviations to the SLAs.
- Ensure that supplier queries are handled in a professional manner to avoid unpleasant customer relationships.
- Building excellent customer relationships

Required Minimum Education/Training:

- BCom (SCM) or equivalent
- Added Advantage: BCom Hons (SCM) or equivalent
- Registration with CIPS will be an added advantage

Required Minimum Work Experience:

- At least 8 years relevant experience in the Public Sector
- At least 3 years people management experience

Technical and Behavioural Competencies Required

- Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations
- Organisational Communication
- Compliance
- Strategic Management
- Supply Chain management
- Attention to detail
- Management
- Stakeholder Management
- Working under pressure

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

Closing Date: 16 November 2024

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

Record Reference

HCM-ADVERT-

