

**POSITION** : **SUPPLY CHAIN MANAGER**  
**CENTRE** : **HEAD OFFICE**  
**BAND** : **D UPPER**

### Purpose

To ensure all purchases are compliant with the Treasury regulations and to manage the assets of ECPTA, which includes the safeguarding of assets, reporting and maintenance.

### Requirements

- A Degree: NQF 7 in Supply Chain Management or BComm Accounting / BCompt
- Minimum of 5 years' management experience in an SCM environment.
- Certificate in Chartered Institute of Procurement and Supply.
- Computer literate, ability to work with computer software.
- Code EB driving license.

### Key Performance Areas

- **Supply Chain Management:** Ensure that policies are aligned with Public Financial Management Act and the Treasury regulations. Conduct a policy checklist and ensure that all transactions meet the minimum standard of the checklist.
- **Fixed asset and fleet management:** Ensure that fixed asset register reconciles with general ledger. Appointment of the disposal committee and ensure the Terms of Reference are up to date as well as ensure that the committee members is trained.
- **Contract Management:** Review contract template and ensure it is compliant with the Treasury standards, track all contract agreements and expand against contracts.
- **Risk Management:** Follow up on all supply chain and asset risks, Identify the risks and develop a plan against these risks. Ensure that all weakness identified in the management letter from the auditor general are resolved.
- **Management of Team:** Conduct performance assessments with the team, identify skills gaps and ensure training is provided to address skills gaps.
- **Stakeholder Relations:** Develop and maintain relationship with internal and external auditor. Circulate all new regulations to all employee throughout the whole company

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*In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable).*

**Closing Date: 29 September 2024.**

#### **Please forward your application to:**

- 1) [recruitment2@ecpta.co.za](mailto:recruitment2@ecpta.co.za) please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

**The ECPTA reserves the right not to fill any advertised position.**

