



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Supply Chain Manager (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Financial Services
<u>Reports to:</u>	Chief Financial Officer
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Degree in Supply Chain Management / NQF level 7
- At least five (5) years' Supply Chain Management experience of which 3 years managerial experience is required
- Qualifications and experience in terms of the minimum competencies prescribed by National Treasury.
- Strategic Leadership Management
- Governance, ethics and Values in Supply Chain Management
- Risk and change management
- Project Management
- Legislation Policy and Implementation
- Stakeholder Relations
- Good interpersonal and communication (Verbal and Written)

Short Detailed Job Description:

- Develop and oversee the implementation of the Supply Chain Management System
- Develop and implement new policies and procedures
- Review Supply Chain Management policies and procedures and ensure they are aligned to National Treasury Regulations, practice notes, instructions and circulars as well City of Johannesburg processes
- Provide input into the strategic policy development
- Conduct supply chain Management workshops and training initiatives
- Oversee the annual supply chain management risk assessment and the development of the risk response plan
- Oversee the implementation of the demand management process of MTC
- Oversee the needs analysis and the system of needs assessment and verification
- Determine specifications and/or terms of reference for goods and/services required
- Decide on the optimum method of procuring goods works or services including transversal of ad hoc contracts
- Determine the threshold values which determine the procurement process to be followed
- Oversee the receipt of acquisition requests from the business units ensuring that the requests are in budget and in line with the strategic plan
- Ensure that procurement requisitions have been signed by the relevant authorization figure and that the correct approvals have been granted
- Provide advice around the selection of method in which the market will be approached for each procurement requirement
- Oversee the development and completion of bid documentation, including evaluation criteria ensuring that it is accurate and compliant
- Oversee the establishment of bid specification, evaluation and adjudication committees and ensure that they function correctly and according to policy and procedure
- Partake in the evaluation of bids in accordance with published criteria
- Ensure that proper contract documents are signed.
- Oversee the inventory management function of MTC
- Overview and monitor the process of reviewing vendor performance
- Ensure that the financial system is activated to generate payments
- Oversee Supply Chain Management Performance system
- Oversee the development, maintenance and utilization of the supplier database ensuring supplier are rotated accordingly
- Facilitate the process of contract signing
- Coordinate legal vetting of contracts and/or service level agreements

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

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VACANCY CIRCULAR: **MTC RECRUITMENT 005/2018**
