



## **EXTERNAL ADVERT**

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

### **SUPPLY CHAIN MANAGEMENT MANAGER**

**Pretoria Office, Ashlea Gardens**

**Remuneration: *The position offers a market related salary***

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint a Supply Chain Management Unit Manager to manage the supply chain department and assist the OPFA in developing and implementing the Supply Chain Management policies and risk management. The person appointed to this position will report to the Chief Financial Officer and will have one direct report excluding interns.

#### **Minimum Requirements:**

- A Bachelor's Degree in Supply Chain Management, Finance, Accounting or equivalent;
- Affiliation with a relevant professional body
- At least 3 years' experience and expertise as a Manager in procurement and contract management.
- Post-graduate degree in in Supply Chain Management, Finance, Accounting or equivalent and completed public sector audit articles will be an added advantage.
- Experience and knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and SCM legislation and related guidelines for public entities.

**Key Competencies:**

- Strong stakeholder relations and customer centric
- Project Management skills
- People Management skills
- Team player
- Good verbal and written communication skills

**Responsibilities:**

- Manage procurement of goods and services for the OPFA
- Ensure adherence to the OPFA Supply Chain Management Policy, the Preferential Procurement Policy Framework, the PFMA and other applicable legislation when goods and services are procured
- Act as a custodian of procurement and service contracts for the OPFA
- Prepare submissions to National Treasury, Audit and Risk Committee and other stakeholders
- Manage the tendering processes and advise divisions on the supply chain management technical aspects
- Ensuring continuous improvements in Supply Chain Management
- Manage and direct Supply Chain Management Team
- Assist in financial year-end planning, year-end audits and resolving audit queries
- Assist in developing Supply Chain Management Strategy, business plans and budgets
- Assist in developing and maintaining Supply Chain Management internal controls
- Adhoc duties to assist the OPFA in meeting its objectives

***Interested persons should apply in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID to [careers@pfa.org.za](mailto:careers@pfa.org.za) . People with disability are encouraged to apply. Closing date for applications is 22 November 2021.***

***The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.***