



MANAGER: SUPPLY CHAIN MANAGEMENT AND ASSETS

Component: Finance

Department: Western Cape Liquor Authority Bellville

Reference Number: WCLA 02/2025

Requirements:

- Relevant NQF 7 qualification – Commerce or Administration
- Minimum 5 years' experience within supply chain management (2 years of which should be in a supervisory capacity)
- Working knowledge and experience of public sector procurement legislation and systems (EPS, CSD and WCSEB)
- Working knowledge and experience in asset management

Experience and competencies which will be advantageous:

- Relevant NQF 7 qualification in Supply Chain Management
- Working knowledge and experience with financial and procurement systems
- Working knowledge and experience in fleet management
- Computer literacy plus advanced proficiency in MS Office

Key performance areas:

1. Strategic Input and Corporate Governance:

- Facilitate the development of a strategic procurement (sourcing) plan for the Authority.
- Ensure that appropriate SCM SOPs, SCM templates and Checklists are in place and updated in line with changes in the legal framework.
- Maintain accurate records reflecting committee decisions.
- Implement governance framework to ensure professional conduct by Unit employees and upholding of WCLA values and governing principles.
- Ensure good governance within the unit in line with the corporate governance guidelines and related legislation.
- Manage risks within the unit.
- Manage compliance within legislation, regulations, WCLA policies and procedures within the unit.
- Ensure compliance of the unit with all audit requirements emanating from audit processes within the unit.

2. SCM processes and procedures:

- Manage the procurement process for all goods/services.
- Facilitate the planning and execution of annual demand management and procurement plans.
- Manage and administer demand management and logistics processes and procedures.
- Conduct market research and benchmarking to ensure best practice methodology.
- Ensure orders are correct and issued timeously.
- Provide SCM training to staff where required.
- Provide administrative support and guidance to SCM committees.



3. Compliance Monitoring:

- Provide quality assurance for procurement of all goods/services.
- Review and provide guidance to ensure compliance to all laws and regulations in respect of PPPFA, BBBEE, CIDB, and Local Production and Content.
- Provide supply chain management support to internal and external stakeholders ensuring compliance to internal Policies and Procedures.

4. Asset Management:

- Ensure WCLA Fleet is managed and maintained effectively.
- Review asset register reconciliations and ensure that it balances with the control accounts / main ledger.
- Reviewing assets capitalised to the asset register for compliance with GRAP requirements.
- Review the annual asset count plan and monitor its implementations to ensure that the asset count is carried out in an effective and efficient way that facilitates the entity's compliance with GRAP requirements and relevant legislative prescripts.
- Monitor the annual asset count process to ensure that the report is submitted to the CEO by 30 April each year.
- Guide the asset team on various technical matters relating to maintaining of a complete asset register and compliance with GRAP Requirements.
- Review the final asset register to ensure that it is reconciled and balanced to the annual financial statements by 31 May.

5. Contract and Lease Management:

- Contract and lease management in accordance with prescripts.
- Manage and monitor the performance of suppliers.
- Develop and manage internal service level agreements with other units.

6. Facilities/Property Management and Messenger Services:

- Manage and monitor the facilities management function.
- Manage and oversee facilities management contracts and services
- Oversee the driver/messenger service.

7. Reporting:

- Responsible for all internal and external procurement reports.
- Responsible for all internal and external supplier reports.
- Responsible for annual procurement plan progress reporting.
- Provide input into the interim and annual financial statements and statutory reports.

8. Effective people management within the Unit

- Manage people development in line with organisation-wide skills development strategy within the unit.
- Manage talent within the unit and ensure talent management strategies (attraction, retention, development) are implemented.
- Implement performance management within the unit in line with Human Resources Policies and Guidelines.



- Manage grievances, discipline, and terminations within the division in line with Human Resources policies and guidelines.

Knowledge:

- Working knowledge of relevant Public Sector legislation, e.g. PFMA, National and Provincial Treasury Regulations, Administrative Law.
- Working knowledge of relevant industry legislation and regulations, e.g. Western Cape Liquor Act, POPI, PAJA, PAIA.
- Extensive knowledge of Supply Chain Management principles in the public sector.
- Working understanding of standard of Generally Recognised Accounting Practice (GRAP) relating to assets.
- Strong understanding of and a strong commitment to good corporate governance - especially King III.

Skills:

- High level of report writing skills.
- Strong analytical and systematic problem-solving skills.
- Ability to thrive in a fast-paced environment managing multiple projects and tight deadlines.
- Exceptional interpersonal, communication, writing, reporting and presentation skills.
- Ability to function independently and within a team.
- Ability to prioritize and adapt, managing multiple projects and tight deadlines.

Please Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the entity within three months of the closing date, please regard your application as unsuccessful.

Applicants must submit a formal WCLA Application form, a comprehensive CV, certified copies of qualifications, identity document and driver's license (where applicable). **Applications must be submitted electronically preferably as one PDF document to hr@wcla.gov.za.** WCLA Application forms can be obtained from the WCLA website: www.wcla.gov.za and must reach the Human Resources Section on or before the closing date indicated. Applicants must clearly state the reference number and position title in the subject line of the e-mail. Only Electronic applications will be accepted.

Please note that the following will lead to **disqualification** of applications:

1. Submission of fraudulent qualifications and / or documentation.
2. Non-submission of certified copies of academic qualifications / records.
3. Non-submission of WCLA Application form, Curriculum Vitae, Identity document and Driver's License (where applicable).

Shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to reference checks, criminal and qualification checks being performed.

The WCLA reserves the right not to make an appointment.

The Western Cape Liquor Authority is guided by the principles of the Employment Equity Act. It is the WCLA's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling these posts gender equity and people living with disabilities will be highly

considered to adhere to the EE target of the Authority. All candidates invited for interviews may be subjected to competency test/practical tests as part of the interview process. Kindly note that all personal information provided with your application will be dealt with for the intended purpose.

Only applications submitted via the above-mentioned e-mail address will be accepted.

SALARY: R641 789 – R755 998 Cost to Employer (CTE) per annum

SALARY LEVEL: 9

CLOSING DATE: 20 June 2025

ENQUIRIES: Mrs. S Langeveldt: (021) 204 9730 / 92 / 32



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