**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ICT |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | SUPPLY CHAIN MANAGEMENT AND ICT |
| **DATE** |  |
| **POSTS REPORTS TO** | DIERCTOR- EDUCATION DISTRICT OFFICE |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**To provide supply chain management and related services.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Provide demand and acquisition management services.**   * Coordinate the development of specifications, terms of references and administer quotation/bidding procedures. * Provide district demand planning and management support services. * Generate orders for the procurement of goods and services in line with approved quotation or bid awards. * Administer and maintain the Procurement System. |  |
| 2. | **Provide contract management services.**   * Coordinate and oversee contractual and service level agreement arrangement within ECDoE. * Develop and maintain ECDoE’s Contract Register. * Monitor, evaluate and report on contract management practices. |  |
| 3. | **Provide logistic, stores, asset and fleet management services.**   * Render logistics and stores management services * Render asset and disposal management services * Render fleet management services. * Provide knowledge, records and document management services.   Provide office and facilities management services. |  |
| 4. | **Provide ICT support services to the district, circuit offices and public schools.**   * Provide connectivity, ICT infrastructure and user support services * Maintain ICT transversal systems, data integrity and system security. * Administer the implementation of ICT policy norms and standards.   Coordinate Education Management Information System |  |
| 5. | **Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives**   * Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness * Resolve problems of motivation and control with minimum guidance from manager * Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities * Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates * Manage daily employee performance and ensure timely Performance Assessments of all subordinates * Ensure management , maintenance and safekeeping of assets |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Committee(Exco)  Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Yes |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the allocation

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** |  |
| **SKILLS** | * Strategic Capability & Leadership * Programme and Project Management * Budgeting and Financial Management * Change Management * Knowledge Management * Service Delivery Innovation * Problem Solving and analysis * People Management and Empowerment |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 3 years’ Experience at Supervisory Level (Assistant Director) |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** | Director |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head Of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem* ***reasonable, after due consultation with the post holder.***

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance/workplan agreement of the incumbent, which contains specific target dates, should be read as an extension of this job description and may also contain any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |