

## THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key programmes constitute the focus of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit [www.cbrta.co.za](http://www.cbrta.co.za)

## JOB PURPOSE

To develop, implement and maintain the supply chain management system, oversee and manage the overall supply chain management operations, including; demand, acquisition, logistics, disposal, supplier performance and risk management. Review the supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain business unit.

## REQUIREMENTS

### Formal Qualifications:

- B. Com Supply Chain Management / National Diploma in SCM or Purchasing or equivalent

### Experience:

- A minimum of 5 years working experience in Supply Chain Management in the Public Sector
- Technical Knowledge of the PPPFA, PFMA, Treasury Regulations, Practice Notes, BBBEE etc.
- Immediate availability

## KEY PERFORMANCE AREAS

The successful candidate will be expected to:

- Manage the functioning of a Demand Management System;
- Assist with the compilation of the demand and acquisition plan;
- Implement the demand management plan and assist with the budget allocation;
- Manage all prospective and approved preferred supplier list activities;
- Manage all procurement processes;

- Manage supplier performance and complaints;
- Prepare internal and external reports and ensure adequate recordkeeping methods and processes;
- Conduct internal training of SCM officials and staff on SCM policies and procedures.
- Identify problem areas and develop and apply problem solving methods.
- Implement cost reduction scheme and SCM process improvements.
- Manage contracts and lease maintenance agreements.
- Handle the steering of the bidding / tender process including reporting.

## COMPETENCY REQUIREMENTS

- Interpersonal and good communication skills (written and verbal)
- Ability to multi-task
- Ability to manage internal and external stakeholders
- Ability to manage relationships with suppliers
- Ability to manage contracts from start to end
- Good report writing skills
- Application of best SCM practice
- Ethical
- Professional

## TRAINING REQUIREMENTS

- As per National Treasury prescripts.
- Training on Supply Chain Management related courses

Submit detailed CV's including certified copies of qualifications to: [recruitment2@cbrta.co.za](mailto:recruitment2@cbrta.co.za) and please quote the reference number.

### BENEFITS:

Employer offers an all-inclusive remuneration package of R891,830.78 p.a.

**Closing Date: 07 June 2022**

**C-BRTA reserves the right not to appoint.**

Short-listed candidates will be subjected to a reference, security clearance and criminal records check. Should you not hear from the C-BRTA 21 days after the closing date, consider your application unsuccessful.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

In order to consider any application for employment, the Agency will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.