CALL FOR APPLICATIONS: SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT FOR GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)

(5 YEARS FIXED-TERM CONTRACT WITH THREE MONTHS' PROBATION, GRADE D5, SALARY IS 1 404 429 TOTAL COST OF EMPLOYMENT PER ANNUM)

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by conducting:
    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The successful incumbent will be reporting to the Group Chief Financial Officer and will be expected to execute the following tasks:

Strategy Execution/ Develop and Implement Supply Chain Policy

- Develop Supply Chain Policy and implementation plan for the group.
- Review the legislative frameworks i.e., Treasury Regulation, Constitution, PMFA, Supply Chain Manual.
- Draft internal Supply Chain Policy in line with legislation.
- Submit the policy to the CFO, CEO, and the Board for approval.

- On approval, implement the policy throughout the organisation:
- Review the policy on an annual basis and identify amendments to legislation and attach the amendments to the policy.
- Identify and review appropriate KPIs and measure performance at the beginning of the year.
- Develop procurement plan for the organisation for the year.
- Management of the procurement team, including hiring new staff, training, and making sure team performs job efficiently, disciplinary actions and Financial Leadership
- Lead the annual budgeting process, collaborating with department heads to establish comprehensive and realistic budgets.
- Monitor financial performance against budgets and provide regular forecasts.
- Monitor and manage the annual budget and report major financial commitments, exposures, and risks to the CEO on a regular and timely basis.
- Assist Subsidiary in procuring materials and services.
- Stakeholder Relationship Management
- Procurement administration:
- Research potential clients to provide the relevant services done through the central supplier database.
- Ensure compliance with service providers e.g., registration verification, CIPRO certificates, tax compliance.
- Ensure service providers are vetted in accordance with policies and procedures.
- Ensure a good working relationship exists between the service provider and GGDA.
- Tendering process:
    - Monitoring and managing the entire tendering process to ensure compliance with policies.
- Ensure appointments of the BID committees are in alliance with the SCM Policy and charters.

- Ensure execution on the tendering process is in alliance to the approved procurement plan.
- Ensure that tenders are approved in alliance with the approved delegation of authority.
- Manage Contracts:
    - Manage the relationships between the consultant and GGDA.
    - Ensure deliverables / milestones are met as stipulated in the contract.
    - Update contracts register to monitor contracts expiring.
- Good Corporate Governance & Compliance
- Ensure Compliance with Supply Chain Processes and Procedures
- Development and implementation of sourcing strategies
- Handling of audit queries, development of action plans and implementation of recommendations

Minimum qualification:

- Honours/or Postgraduate qualification or NQF Level 8 qualification in SCM/Accounting/Finance
- Registration at a recognized or international professional body
- At least 5-7 years' experience in a senior management level/role within SCM environment.

Level of competencies required:

- Ability to make high-level business presentations and decisions.
- Knowledge of strategic projects development and implementation
- Collaboration: Actively promotes collaborative work between key stakeholders
- Good Communication skills: Develops written and verbal communications aimed at various audiences and communicates using language and style to capture the attention of the audience. Communicates well at senior levels and manages one on one discussions as well as potentially hostile individuals in a group situation.

- Technical Expertise: Ability to demonstrate a level of knowledge and proficiency in specific technical/professional area.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

Preference will be given to people with disabilities, women, and previously disadvantaged individuals to promote Employment Equity within the group.

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to recruitment@ggda.co.za

The closing date for applications is **23 October 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA"