

**DEPARTMENT: SUPPLY CHAIN MANAGEMENT  
DIRECTORATE: SUPPLY CHAIN MANAGEMENT  
(MUCKLENEUK CAMPUS)**

**POSITION: CATEGORY MANAGEMENT SPECIALIST P6 (4 positions)  
(Ref:CMS/SCM/FIN/Busy/2018) )**

**The main purpose of the job:**

To support the execution of category management, strategic sourcing, contracting and supplier management activities within a specific category/ commodity sector being construction (engineering), science laboratory, ICT and print production/ manufacturing environment. To enable the procurement function to support and advance the University objectives with a key focus on strategic sourcing and supplier optimization related projects and initiatives in assigned categories.

**Requirements:**

- Grade 12 (matric) plus honours degree or equivalent in related field at least in **ONE** of disciplines (Supply chain, finance, business administration, operations management, engineering, science and ICT).
- Minimum 6 years' relevant work experience and 3 of those years must be at least be in one of the categories specialization (construction (engineering), science laboratory, ICT and print production/ manufacturing environment)

**System Knowledge and Experience:**

- Knowledge and experience of ERP system preferable oracle procurement module.
- MS Word/MS Excel and MS PowerPoint

**Competencies (Knowledge, Skills and Abilities)**

- Ability to maintain confidentiality
- Knowledge and understanding of supply chain management
- Customer Relationship Management (CRM) and the supplier Relationship Management (SRM)
- Market trend understanding and analysis
- Mathematical reasoning and numeracy application
- Comfortable working on MSWord and **Excel**
- Oral Comprehension- The ability to listen to and understand information and ideas presented through spoken words and sentences
- Written Expression- The ability to communicate information and ideas in writing so others will understand
- Inductive Reasoning- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Deductive Reasoning- The ability to apply general rules to specific problems to produce answers that make sense
- Problem Sensitivity- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

## **The Incumbent**

### **Duties:**

- i. Implements plans to assure orders meet specified quality and delivery times and to minimize the total cost of purchases.
- ii. Establishes supplier base in conformance with guidance from Category Managers
- iii. Works closely and collaborates with areas, management and others to expand knowledge and effectiveness for strategic sourcing related processes.
- iv. Generates and synthesizes category-spend reports from which sourcing opportunities will be determined.
- v. Analyzes supplier proposals and bids to aid in the RFP/RFQ evaluation and selection process.
- vi. Utilizes software tools for data management & analysis to support key sourcing initiatives.
- vii. Acts as an interface for assigned suppliers within categories
- viii. Coordinates tender and technical working committees
- ix. Pre-qualification of all tenders received
- x. Assist with translating of user needs into descriptions of product or services to be acquired
- xi. Identifies and adapts innovative procurement methods;
- xii. Assist with developing suitable evaluation criteria for to ensure competitive procurement
- xiii. Negotiate favourable payment terms which include the processing of forward cover, letters of credit and bank guarantees.
- xiv. Assist with customs clearance and delivery arrangements where required.
- xv. Ensure that the Unisa due diligence includes all tender specifications and deliverables.
- xvi. Negotiate improved prices and terms with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice methods
- xvii. Arranges and conducts briefing sessions
- xviii. Arranges and conduct site visits and supplier presentations and demonstrations of short listed bidders

### **Assumption of duty: As soon as possible.**

**Salary :** **Remuneration is commensurate with the seniority of the position**

**Closing date:** **24 October 2018**

**Enquiries:** **Mr Bushy Motedi-012 429 4803 (HR Staffing & Client Services)**

- The completed prescribed application form (**HR-PA 001**) from (<http://www.unisa.ac.za/vacancies>) must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
  - **all educational qualifications,**
  - **identity document,**
  - **proof of SAQA verification of foreign qualifications (if applicable) and;**
- The contact details of three contactable references must be provided, one of which must be from your present line manager.
- The prescribed application form is obtainable from **Unisa Intranet – Human Resources – Forms**
- Late, incomplete and incorrect applications will not be considered.

**Applications must be submitted in an envelope clearly marked with the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.**

**Applications must be posted to Unisa, HR: Staffing, PO Box 392 Unisarand 0003.**

**OR**

Hand delivered application forms can be deposited into the **Application Boxes situated at the following location at the Muckleneuk Campus: Main Entrance, of the OR Tambo Building, 3<sup>rd</sup> floor.**

**All applications should reach UNISA before 16h00 on the closing date.**

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.

**Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.**

We welcome applications from Persons with Disabilities