

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: FINANCE AND UNISA BUSINESS ENTERPRISE

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

CATEGORY MANAGEMENT SPECIALIST (P6) x2 (MUCKLENEUK CAMPUS)

(REF:CMS/SCM/P6/AZWI/OCT 2023)

Purpose of the position

To support the execution of category management, strategic sourcing, contracting and supplier management activities across various categories in the university enabling a 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 BTech or Postgraduate Diploma or Advanced Diploma in related field (e.g., supply chain, finance, business administration, operations management, or engineering, science, and ICT).
- At least have 6 relevant years of experience and 3 of those years must be on category specialization.

KEY PERFORMANCE AREAS:

Implements plans to assure orders meet specified quality and delivery times and to minimize the total cost of purchases:

- Develops and executes sourcing strategies for strategic commodities as per sourcing strategy, framework, and procurement policy.
- Designs, implements, and manages all Procurement processes in line with requirements and available best practices.
- Develops and implements fruitful sourcing strategies.
- Implements and documents commodity sourcing processes.
- Optimises sourcing procedures to attain maximum efficiency.
- Performs analysis of the business requirements, supply market, supply chains, demand patterns.
- Develops/maintains industry and category awareness to be current on best practices, new suppliers, market trends, etc.

- Develops and maintains internal customer service relationships.
- Promotes and helps achieve university's BBEE preferential procurement and enterprise development objectives and targets.
- Develops and executes profit improvement and cost savings plans.
- Provides specialist knowledge and educate business units regarding standard procurement policies.
- Provides informed input to business on the number of suppliers / contracts, expiry dates as well as market analysis on products and suppliers as part of strategic sourcing and procurement function.
- Arranges and conducts briefing sessions.
- Meets regularly with Stakeholders and end-user departments to ensure customer satisfaction and continuous improvement.
- Handles requests for information, quotations, proposals, and bidding processes.
- Acts as an interface for assigned suppliers within categories.
- Coordinates tender and technical working committees.
- Conducts Pre-qualification of all tenders received.

Improve sustainability:

- Keeps an eye on category and supplier performance and go deeper to find additional opportunities to bring value to the university.
- Provide strategic thinking and contributions to crafting Procurement business plan.
- Investigate new processes and technologies that reduce dependency on scarce and potentially expensive resources.
- Identifying individual SCM initiatives which align with and support the organization's overall sustainability strategy.
- Develops effective relationships with internal business leaders to understand business requirements, to forecast, demand and verify established contracts are effective.
- Collects requirements and analyses key data inputs from multiple sources (internal and external) to build robust category and sourcing strategies.
- Conduct extensive market and supplier analysis, accurate product forecasting, and establishment of long-term supplier partnerships.
- Ensures systems, products or projects delivered contributes to improve client/JSE service by providing input on budgets, resources required, and process based on the understanding of costs, business objectives and relationship with external suppliers and stakeholders.

Establishing Performance Metrics on suppliers

- Developing suppliers who can create value and benefit and have a mechanism in place for measuring both their performance and that of the University.
- Manage own delivery against agreed delivery plan and set timelines, identify obstacles to delivery and take appropriate action where required.

- Communicates with all Internal and External clients and suppliers with regards commodity requests / supplies and deliveries.
- Compiles service level agreements.
- Participates/ assists in tracking various supplier pricing contracts and agreements together with Contract and Performance Management Specialist.
- Tracks supplier performance against service level agreements.
- Drafts and implements supply agreements.
- Develop a different metrics for each commodity or service under review with a criterion that is applicable to the commodity or service.
- Arranges and conduct site visits and supplier presentations and demonstrations of short-listed bidders.
- Seeks, develops, and establishes business relationships with diverse suppliers.

Manage supply risks:

- Develops category strategies that minimise supply risk to the business, optimise cost and contribute to process automation.
- Plans and executes portfolio of sourcing projects enabling category strategies and manage on-time delivery minimising disruption to the business operations.
- Establishes supplier base in conformance with guidance from the Head of Procurement to create supplier segmentation based on spend and risk.

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the Position

Closing date: **27 October 2023**

Enquiries: (012) 429 3048 (Ms Azwifarwi Mavhungu: HR Staffing and Client Services)

Completed applications can be e-mailed to mavhuai@unisa.ac.za

- The completed prescribed application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and certified copies of original certificates (within the previous six months) of;
 - all educational qualifications,
 - identity document; and
 - proof of SAQA verification of foreign qualifications
- The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://staff.unisa.ac.za/vacancies>.
- The contact details of three contactable references must be provided, one of which must be from your present employer. Should you currently not be employed, a contactable reference from your previous employer must be provided. UNISA is not obliged to fill an advertised position.

- **Late, incomplete, and incorrect applications will not be considered.**
- Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

We welcome applications from Persons with Disabilities 

- 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.