



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sport, Arts and Culture

## **EXTERNAL VACANCY**

**Position:** Temp: Supply Chain Manager  
**Reporting to:** Chief Financial Officer  
**Ref:** RECR/SCM/001  
**Duration:** Twelve (12) months

### **Job Purpose:**

To provide and implement a framework for supply chain management in order to ensure appropriate implementation of supply chain procedures in accordance with legislation and Treasury Regulations. To manage the day to day running of the Supply Chain Management unit.

### **Qualification & Experience:**

- NQF Level 8 related field;
- 5-8 years' experience of which at least 5 years should be as Supply Chain Manager.;
- Excellent knowledge of Supply Chain processes;
- Experience with Sage Evolution,
- Experience in Supply Chain Management and application of the PFMA, PPPFA and other applicable regulations;
- Experience in management & development of people;
- Experience in the application of Supply Chain related Legislation and Treasury regulations;
- Experience in managing both internal and external stakeholders;
- Excellent Communication skills
- Experience in handling audit queries.
- Experience in dealing with National Treasury, Office of the Auditor General, relevant Governmentdepartment/s and other relevant key stakeholders.

## **Key Responsibilities:**

- Develop and implement a supply chain strategy for the NFVF
- Develop and facilitate implementation of SCM policies
- Ensure that Supply Chain processes meet legislative requirements and standards
- Maintain a database of suppliers
- Communicate and negotiate with suppliers and vendors to ensure more profitable deals for the NFVF
- Collaborate with other departments to create coordinated plans
- Maintain Supply Chain inventory and records
- Provide guidance and advice to all departments on legislation, regulations, policies and procedures
- Manage employees within the department

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) with the reference RECR/SCM/001 or fax on 0865197585 by no later than **08 January 2024**.

**Note:** Correspondence will be made only with the shortlisted candidates and no late applications will be considered.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA)

