

# BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

**POSITION: Supply Chain Manager**

**Ref: REC/03/15**

**Minimum Requirements:** • A Bachelor's Degree in Supply Chain /Purchasing or related studies • 5-10 years working experience in Supply Chain Management in which 3 years must have been at management level.

**Required Competencies:** • Knowledge of the Supply Chain Management framework, Treasury Regulations, PFMA, PPPFA, CIDBA, BBBEEA and other relevant prescripts • Sound knowledge of procurement material management and assets management • Good understanding of tender administration management procedures • Knowledge of SMMEs and construction industry processes • Understanding of various accounting systems and software packages.

**Specific Functional Responsibilities:** • Prepare and monitor budget of the Supply Chain Management function • Set guidelines and parameters for obtaining both goods and services • Ensure that ELIDZ staff and tender evaluation committees understand procurement policy, practices and general provisioning procedures • Enhance competitiveness of suppliers and monitor the manner in which policy is implemented in respect of ELIDZ's objectives and value for money obtained • Ensure adherence to Service Level Agreements delivery terms • Facilitate the measuring and monitoring of supplier performance • Maintain a supplier database and contacts with suppliers • Oversee the maintenance of purchasing records, asset acquisition and disposal records • Ensure application of internal controls in respect of acquisition, movement and disposal of fixed assets • Set-up and maintain a database of SMMEs targeted for development • Empower SMMEs in line with the targeted SMME empowerment policy • Appoint, manage and support SMME external mentors • Create sustainable opportunities of SMMEs within the ELIDZ and outside • Coordinate relevant stakeholders for the supplier development programme • Oversee internal processes and internal controls for both the procurement and supplier development functions • Compile reports on a monthly and quarterly basis.

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

The closing date is **21 August 2015** if you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **African Females and Coloured Males are encouraged to apply.**

Those who have applied for this post on the Daily Dispatch newspaper need not to apply.

Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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