

SUPPLY CHAIN MANAGER ADVERT

The Energy and Water Sector Education and Training Authority (EWSETA) is a Skills Development Authority serving the Energy and Water sectors. It is one of 21 SETAs established in South Africa in terms of the Skills Development Act of 1998 (SDA) as amended. The EWSETA invites suitable candidates to apply for a Supply Chain Manager position.

1. Brief Overview of the Role.

Provide strategic and operational leadership for EWSETA's supply chain management, facilities and asset management, travel management. Serve as a trusted business partner to EWSETA's branches, translating delivery priorities into timely, cost-effective and compliant procurement solutions in a fast-paced SETA environment. Apply the PFMA as an enabling framework for accountable delivery, exercising sound judgement, resolving bottlenecks and maintaining procurement integrity.

- 1.1. Lead and maintain a compliant, effective, and efficient supply chain management function combining practical PFMA expertise, commercial judgement and responsive service to support the Strategic Plan and Annual Performance Plan (APP)
- 1.2. Oversee the integrated management and maintenance of EWSETA's facilities and assets.
- 1.3. Oversee the management of travel and accommodation arrangements.
- 1.4. Lead and develop an agile, solution-oriented team, with clear service standards, accountability and effective support for internal clients.
- 1.5. Perform any additional duties aligned with the purpose of the role, as assigned or delegated.

2. Key Responsibilities

Supply Chain Management

- Ensure organisational compliance with applicable public-sector supply chain management frameworks, legislation, regulations, and prescripts.
- Ensure the timely, efficient, and cost-effective procurement of goods and services.
- Lead demand management processes to align procurement planning with organisational requirements and approved budgets.
- Oversee contract management and monitor commitments, supplier performance monitoring, contract renewals, and close-out processes.
- Conduct market analysis and develop sourcing strategies that inform procurement decisions, and value-for-money outcomes.
- Maintain complete, accessible procurement records and reliable SCM reporting. Also implement preventive controls and address audit findings through root-cause analysis and evidenced corrective action.

Facilities and Assets Management

- Coordinate biannual asset verifications and ensure that the asset register remains accurate and complete.
- Oversee facilities operations, maintenance, security, and related support services.
- Manage the organisational fleet to promote availability, safety, compliance, and cost efficiency.
- Maintain effective inventory controls, including accurate recording, safeguarding, monitoring, and reporting.

Travel Management

- Manage organisational credit cards and ensure timely, accurate reconciliations.
- Oversee the travel management system and monitor compliance with approved travel policies and procedures.
- Coordinate timely travel and accommodation arrangements for staff, applying approved policies, cost containment measures and value for money checks.

Staff Management

- Manage staff performance effectively by setting clear objectives, monitoring delivery, providing feedback, and supporting employee development.

General Responsibilities

- Provide strategic and operational leadership to the Supply Chain Management unit.
- Continuously review and strengthen policies, procedures, and internal controls to support effective governance and service delivery.
- Manage records, management information, and statutory and operational reporting to ensure accuracy, completeness, and timely submission.
- Build and maintain effective relationships with internal and external stakeholders.
- Oversee overall supply chain management compliance and address identified gaps promptly.
- Identify, assess, mitigate, and monitor risks relating to supply chain management activities.
- Performing any additional duties aligned with the purpose of the role, as assigned or delegated.

3. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	Bachelor's Degree or equivalent (NQF level 7) in relevant field, e.g., Supply Chain Management, Procurement, Logistics, Finance or related field.	Post-graduate Degree or equivalent (NQF level 8) in relevant field, e.g., Supply Chain Management, Procurement, Logistics, Finance or related field.
Experience:	6 years' experience in Supply Chain Management of which 3 years must be at a managerial level in the public sector.	• Experience in a SETA environment • Audit articles with public sector experience
Training:	Advanced Computer Literacy (MS Office package)	Sage System
Professional certification or membership of professional bodies.	Not applicable	The following professional associations or any other relevant recognized professional association: • CSCMP, CIPS or SAPICS • SAICA, IIASA

4. Competency Requirements

Competency Requirements	
▪ Ewseta Prerequisite Competencies (Refer To Ewseta's Competency Framework)	▪ Building Client Loyalty ▪ Aligning Performance for Success ▪ Coaching ▪ Building a Successful Team ▪ Continuous Improvement
▪ Ewseta Core Competencies (Refer To Ewseta's Competency Framework)	▪ Stakeholder orientation ▪ Building collaborative working relationships ▪ Driving for results ▪ Continuous learning ▪ Quality Orientation ▪ Demonstrating personal integrity
▪ Knowledge	▪ Practical knowledge and interpretation of public-sector supply chain management frameworks, legislation, regulations, and prescripts. ▪ Understanding of Skills Development Act, Public Finance Management Act and National Treasury Regulations. ▪ Knowledge of supply chain management principles, methodologies, and procedures ▪ Financial planning and Internal Controls ▪ Commercial Law ▪ Performance management of staff & suppliers ▪ Internal and external audit processes ▪ Information systems ▪ Contract Management principles and processes ▪ Facilities & Asset Management principles and processes ▪ Travel Management principles and processes
▪ Skills (Not Listed In Ewseta's Competency Framework)	▪ Verbal and written communication ▪ Business partnering, stakeholder communication and clear advisory writing ▪ Reporting ▪ Financial Management ▪ Ability to manage multiple tasks and projects (Project Management) ▪ Strategic Thinking ▪ Budget Management ▪ Risk Management

Competency Requirements	
	▪ People Management ▪ Contract Management ▪ Interpersonal skills ▪ Presentation skills ▪ Negotiation skills ▪ Workload management
ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	▪ High personal and professional ethics ▪ Able to deal with sensitive sector and SETA information ▪ Diplomacy ▪ Confidentiality ▪ Persuasive ▪ Proactive ▪ Deadline driven ▪ Team player ▪ Able to promote cross functional effectiveness ▪ Decisive and able to quickly react to changing environments

5. Application Process

Please see attached the full detailed Job Description for the role of the Supply Chain Manager. CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 21 October 2026 (i.e. by 16:30 p.m.). Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets.

NB: Please use the name of the position on the subject line of your application email.