

INTERNAL / EXTERNAL ADVERT

Post: Manager: Logistics, Contract and Asset Management

Department: Supply Chain

Reference: MNGRL/RTIA/2026

Level: 12

Salary: R 1,101,468 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: *NQF Level 7 in Supply Chain Management, Logistics, Public Finance, Financial Management or equivalent. *Registration with CIPS will be added advantage.

Minimum Knowledge & Experience Requirements: *A minimum of 3-5 years' experience in Supply Chain Management, Demand Management, Acquisition Management, Procurement, or a related field with at least 3 years at a supervisory/junior management level. * Experience in strategic sourcing, contract management, bid management, and supplier relationship management. * Experience in managing and leading teams.

Required competencies: *Sound knowledge of public sector procurement legislation, including the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), and Supply Chain Management policies. *Strategic Thinking. * Supply Chain Management. * Demand Planning and Forecasting. * Acquisition and Procurement Management. * Contract Management. * Financial Management. * Project Management. *Leadership and People Management. * Negotiation and Influencing Skills. *Stakeholder Management. * Analytical and Problem-Solving Skills. * Planning and organising. * Report Writing and Presentation Skills. * Compliance and Governance. * Communication Skills (Written and Verbal)

Duties: Contract Management

Ensure the clearing of outstanding commitments and purchase orders; Develop and Manage contract database; Approve captured contract details on contract module; Monitor development of contracts and SLA; Manage implementation of General Condition of Contracts and Special Conditions of Contract and compliance on deliverables on awarded contracts. Ensure proper functioning of the Bid Adjudication Committee

Logistics Management:

Ensure procurement of stock and setting of inventory levels-Develop and manage stores system on delivery - issuing and updating of stores records-Ensure that requested goods and services is received and distributed as requested by end user stores-Manage logistics: warehouse, transport, accommodation and travelling arrangement-Provide communication services for cell phone contracts- Manage procurement of travelling services; Provide review vendor performance;

Asset Management:

Provide proper guidance on maintenance of the asset register- Manage the procurement of assets by ensuring that they are procured as per demand management plan- Verify lifespan on replacement of assets on asset system before procuring- Manage the process of asset verification and updating asset system- Manage asset disposal by developing obsolescence planning-Maintain a data base of redundant material and inspect material for potential re-use-Manage reconciliation of fixed assets register for disclosure of capital expenditure- Manage and ensure monthly reports are being generated and submitted.

Quality control, Performance Review, Risk Management and Internal Control

Ensure implementation of Risk Register, standard operating procedure, Policies, Delegation of authority and proper implementation of National Treasury Directives/guidelines and instructions.

Management of employees

Ensure proper implementation of leave provisions, working hours, and provide supervisory roles

Reporting

Ensure Reporting of all Logistics, Contract and Asset Management functions and proper recording of contracts, Fixed Asset Register, Purchase order Register, Loss control Committee and Bid Adjudication Committee.

Enquiries: Mr Mzwakhe Mhlanga - 011 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: rmsneg@apply.simplify.hr Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 10 August 2026