



JOB DESCRIPTION

SUPPLY CHAIN OFFICER

Job Title:	Supply Chain Officer
Department/ Division/ Unit:	Finance, Human Resource & Administration
Duty Station:	Windhoek
Reports to Position:	Manager: Finance, Human Resource & Administration
Number of Direct Reports:	Two (2)

1. PRIMARY PURPOSE OF THE JOB:

To administer and coordinate the entire supply chain management process of the Company, from inception to end, to ensure effective and efficient procurement of Company's inventory, goods, and services as well as the effective and efficient management and maintenance of assets and inventory. The Incumbent further coordinates all activities of company's fleet and logistics to ensure well organised and safe delivery and collection services between the Company and its clients and stakeholders.

2. JOB SPECIFICATIONS:

Minimum Educational Qualifications: A relevant Degree (NQF Level 7) in the fields of Accounting and Finance, Logistics and Supply Chain Management, Economics or equivalent.

Minimum Experience Required: A minimum of 4 years **relevant** working experience in a purchasing/ procurement/ logistics environment. Professional Training in Occupational Health & Safety will be an added advantage. Supervisory experience will also be an added advantage.

Special Requirements / Licences: Valid Driver's License and MS Office Package proficiency.

3. COMPETENCY PROFILE:

Incumbent should have good working knowledge of supply chain management. Preparing reconciliations, knowledge of debtors and creditors operations, cash flow management, forecasting and accounting practices. Incumbent must be well versed with the relevant statutory legislation and financial regulations (i.e. Finance Act, Income Tax Act). Incumbent must have computer skills and have work experience of various financial systems.

Additionally:

- High level of integrity, strong eye for detail and analytical ability.
- Assertive interpersonal and communication skills.
- Excellent negotiation skills coupled with intermediary accounting skills.
- Conscientious and hardworking.
- Excellent planning and organising capabilities.
- Strong leadership skills and ability to manage a large and diverse group of employees.
- Must have time management ability and deadlines driven.
- Excellent communicator with a high level of interpersonal, negotiation skills, as well as the ability to build and maintain relationships with customers and stakeholders.

KEY PERFORMANCE AREAS:

1. Procurement and maintenance of goods and services

- Obtain the required quotations for all Company inventory/ stock, supplies, furniture, machinery, and equipment.
- Allocate correct account codes to the relevant goods and services ordered.
- Complete requisitions for all purchases and submit to supervisor for approval and ordering.
- Record all purchase orders sequentially in a register.
- Receive and record all requisitions for purchases done at all Production Plants.
- Compile the Goods Received Notes.
- Negotiate price discounts and possible savings on procurement of goods and services.
- Arrange credit applications for all company procurements as approved by management.

- Receive ordered stock, verify, and check to ensure the correct quantity and quality, and distributes to the relevant offices.
- Report and follow up on discrepancies with regard to deliveries.
- Collect and provide supervisor with procurement related information for the compilation of the monthly and quarterly reports.
- Ensure that all aspects procured are adequately insured.
- Handle insurance claims and all company accounts.

2. Processing of accounts and Inventory Maintenance

- Receive and certify invoices for goods and services delivered for the Company.
- Arrange credit notes, and check that these are in line with computerised information.
- Reconcile all invoices to purchase orders and other supporting documents and timely submit all invoices for payment.
- Follow up outstanding account enquiries.
- Create item codes and groups for all raw materials and finished goods and captures these in the system i.e. Codes, UOM and Categories etc.
- Updates any inventory information in the system.
- Prepare the Bills of Materials or Worksheets (BOM) as per product specification.
- Submits the BOMs to the Finance Manager and/or to the Accountant for review and determine the cost accuracy of the finished goods.
- Manufacture electronically (Pastel Evolution Accounting System) all manufactured products for both Production Plants.
- Maintain and Monitor the Work in Progress (WIP) GL account.

3. Tender administration

- Account for all tender administration activities.
- Compile meeting agendas and invites tender committee members for meetings.
- Take and type tender committee minutes and distributes to relevant parties.
- Participate into the preliminary evaluation of internal tenders to provide secretariat support.

4. Stock and Asset Administration

- Maintain the Company's material and stocked products inventory, including stock profiles and stock locations.

- Control everything that comes in and out of the Company, i.e. Machinery and equipment, vehicles, any Company produce, etc.
- Update the computerised supplier master list on a regular basis.
- Enter bar codes of assets into systems and together with the Finance Officers maintain and update asset register.
- Design forms related to filing systems.
- Ensure that assets are readily available for stock take purposes.
- Co-ordinate all regular and annual stock takes within the Company and consolidate reports.
- Coordinate transfer of equipment and update register accordingly.
- Conduct asset verification twice a year and update asset movement on the register.
- Resolve all inventory discrepancies.
- Identify and report maintenance and cleaning needs and requirements and makes the necessary arrangements for repairs or replacements.
- Once a year performs asset verification across all offices, Company, and Production Plants.

5. General administration and archive keeping

- File all necessary office correspondence for further references.
- Draft correspondence such as memos and letters.
- Attend to all procurement related enquiries from both internal and external customers.
- Maintain appropriate structures and security of archives

6. Fleet/Transport and Machinery/ Equipment management

- Coordinate the duties and work schedules and supervise all drivers.
- Assist with driving duties when the drivers are not available.
- Ensure the repair, service and maintenance of company vehicles and machineries.
- Monitor the vehicles and machinery tracking device.
- Update the inventory of all vehicles and machineries and perform daily checks.
- Perform checks on all vehicles and machineries to ensure that they are in working condition.
- Keep logs regarding the total distance which is travelled by the vehicle.
- Keep record of monthly fuel consumption and maintenance costs and reconcile receipts.

- Ensure that vehicles and machineries are clean.
- Responsible for safe parking of the vehicles and machineries.
- Ensure that vehicles and machineries insurances and licenses are renewed on time.
- Plan all annual and required annual servicing/ technical maintenance of all vehicles and machineries.
- Complete written incident report and submits to manager.
- Responsible for monthly maintenance report and fuel consumption report.
- Perform fuel reconciliations on a monthly basis.

7. Repair and Maintenance

- Inspect Company buildings daily for damage to building, windows, and other damages.
- Obtain quotation for welding, installation, insulating material, and other common servicing work.
- Supervise and obtain quotations for outsourced repair work.
- Organise the repair of electrical and plumbing damages.

8. Supervision of estate and physical security

- Supervise and monitor security guards, i.e. timekeeping, performance, incident reports and work schedules.
- Plan daily and weekly work schedules for security guards.
- Ensure that the main doors and gates of the Company are locked after closing time and/ or at agreed times.
- Ensure security of buildings, assets, and employees, by ensuring that security rules and regulations are adhered to.
- See to it that everything and everyone that enters and lives the Company is recorded and provide monthly reports.
- Monitor security systems, i.e. alarms, metal detector machines, and gates.
- Investigate when alarms or other alerts go off.
- Complete incident reports regarding security issues.
- Ensure that the fire extinguishers are serviced annually
- Develop methods to predict hazards.
- Complete accident reports.
- Implement emergency preparedness plans, including the evacuation of buildings.
- Conduct safety inspections.

9. Occupational Health & Safety

- Ensure that all OHS requirements are maintained, monitored, and verified in line with Company policy and procedures.
- Coordinate monthly SHE activities, review SHE checklist and prepare monthly reports.
- Facilitate OHS induction and awareness programs for employees.
- Ensure that all relevant places have fire extinguishers and water horse pipes and that they are serviced annually.
- Develop methods to predict hazards.
- Complete accident reports.
- Implement emergency preparedness plans, including the evacuation of buildings.
- Conduct safety inspections conjunction with Health & Safety Marshalls.
- Manage and control pests at the various Company sites.

10. General and Ad Hoc

- Ensure the security of confidential documents and trade secrets.
- Attend to any reasonable request made by Supervisors, Management, Directors or Shareholders.
- Report and where possible handle cases of accident, fire, theft, loss, damage, or contravention of regulations.
- Attend meetings and training courses, workshops or seminars as required.
- Relief and assist in all areas during periods of absence or crisis.
- Maintain Company standards and ensure that policies and procedures are adhered to.
- Attend stocktaking at the discretion of management.

PRIMARY FEATURES OF THE JOB

TYPICAL DECISIONS TAKEN : Medium, needs approval for most decisions. Decisions in accordance with policies and procedures and management resolutions.

Supervision Required : Medium degree of supervision, as the incumbent is expected to work independently with clear instructions and requests from management and to consult with supervisor if necessary.

Pressure of Work / Physical Effort : Medium to High, due to the volume of work, as well as deadlines to be met within a given period of time. Also, high due to accuracy and correctness required during the process of procurement.

Working Conditions : 80% office bound, 20 % visits to suppliers.

The incumbent will be responsible for any additional work which is reasonable and within the position environment from time to time.

**Approved
by:**

Supervisor

Date

**Accepted
by:**

Incumbent

Date