National Arts Council

an Agency of the Department of Sport, Arts and Culture

SUPPLY CHAIN MANAGER

POSITION AVAILABLE
(Salary package: DPSA level 11)
[1 (one) year Fixed Term]

The National Arts Council of South Africa is seeking to attract a dynamic results driven, innovative individual to provide leadership and direction to the procurement at the NAC.

REQUIREMENTS (full job specification is available upon request)

Purpose of the Role

To manage the procurement and supply chain services and activities while ensuring compliance with Public Finance Management Act (PFMA), Preferential Procurement Regulations and internal procurement policies.

The incumbent must have strong knowledge and experience of Supply Chain Management regulations and legislative requirements.

Main responsibilities

- Provide strategic leadership and direction to procurement administration and the SCM unit.
- Develop and implement medium to long term SCM strategies for NAC
- Lead and manage the condonation of historical Irregular Expenditure.
- Lead administrative and SCM financial year end activities and audit queries.
- Manage the co-ordination of the SCM unit and facilities management.
- Develop, implement, and maintain supply chain management policies and standard operating procedures.
- Ensure strict statutory compliance with the Public Finance Management Act (PFMA), Treasury Regulations.
- Act as the primary focal point for internal and external audit requirements and address audit findings.
- Oversee and manage procurement demand, acquisition, logistics, asset management, and contract management.
- Manage fraud prevention interventions and conduct performance assessments across the SCM value chain.

Other Responsibilities

- **Procurement & Strategy:** Execute procurement needs cost-effectively and implement SCM strategies covering tendering, and supplier performance.
- **Contract Management**: Manage contracts throughout their lifecycle, including monitoring supplier performance and expenditure against approved budget and contractual value, enforcing terms and conditions, mitigating contractual risks, addressing non-compliance, providing guidance to managers responsible for contracts and overseeing all exemptions, deviations and variations.

- **Tender Administration & Compliance:** Oversee bid committees and ensure strict compliance with National Treasury instructions and public sector regulatory frameworks.
- Conduct monthly demand and procurement planning to determine the needs and requirements for goods and services.

Requirements & Qualifications

- **Education:** Bachelor's degree or Post Graduate Diploma in supply chain management, (NQF Level 7 or 8).
- **Experience:** 5 or more years in a supply chain or procurement environment, including 3 years at a management level.
- **Knowledge & Skills:** Strong understanding of the PFMA, Treasury Regulations, Preferential Procurement Regulations, and extensive knowledge of contract management, backed by analytical and communication skills.
- **Personal attributes**: Project management, problem solving and decision-making skills.

If you have not heard from the NAC by the 11th of December 2026, please note that your application has been unsuccessful.

The NAC applies the Employment Equity Act in its recruitment practices. To achieve a staff, complement representative of South Africa, the vacancy will be filled in accordance with the NAC's Employment Equity targets, which will take priority and be considered first during selection

The NAC reserves the right not to appoint.

A covering letter and a detailed CV including two contactable referees and certified copies of qualifications should be addressed to the Human Resources Office at POBox 500, Newtown, Johannesburg, 2113 or email: jobs@nac.org.za

Closing date: 27th of November 2026

FOR ENQUIRIES

Contact Person/s: Florence Mohale

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