



NKOMAZI SEZ

TREASURE OF OPPORTUNITIES

An Entity of the Department of Economic Development and Tourism

EXTERNAL ADVERTISEMENT

The Nkomazi Special Economic Zone (NSEZ) Entity was established by the Department of Trade Investment in conjunction with the Provincial Department of Economic Development and Tourism in terms of the SEZ Act, Act No.16 of 2014 read in conjunction with the SEZ regulations, 2018, to focus mainly on Agro processing supported by Logistics services activities. The NSEZ Entity will be implemented in Mpumalanga Province, in the Nkomazi Local Municipality.

6. Supply Chain Manager

Reference Number	NSEZ/SCM/06/2025
Type of employment	PERMANENT
Purpose	<ul style="list-style-type: none"> Support the Chief Financial Officer in the development and implementation of the Nkomazi SEZ procurement plan and logistics function across supply chain unit. Provide support to the procurement management services and line function to ensure effective and efficient sourcing and acquisition of goods and services for at Nkomazi SEZ in compliance with the PFMA and Supply Chain Management Regulations and assist the entity to comply with treasury regulations.
Required minimum qualification	<ul style="list-style-type: none"> A BCom Degree in Accounting/Supply Chain Management or equivalent An Honours degree or any related postgraduate qualification in finance will be an added advantage Professional membership or Professional Body Affiliation will be an added advantage
SALARY	Market Related
Required minimum work experience	Minimum Five (5) years' experience as a Procurement/SCM Officer in a state own or government environment functioning as a lead administrator or procurement specialist

	<ul style="list-style-type: none"> • MS Office Skills and Skills on e-Sourcing/Enterprise Resources Planning Skills – ERP • Strong analytical and problem-solving skills. • Strong Negotiation and interpersonal skills • Great knowledge and demonstrable understanding of the open sourcing methodology in procurement. Knowledge of Supply Management framework (i.e.) Section 217 of PPPFA, PFMA, Treasury Regulations and Applicable instruction notes. • Excellent Presentation and reporting Skills • Ability to communicate in a clear and confident manner.
Key Performance Areas	<ul style="list-style-type: none"> • DEMAND AND ACQUISITION MANAGEMENT <ul style="list-style-type: none"> ✓ Interpret approved budget and financial year work plan ✓ Development of procurement plan ✓ Consult with line managers/budget holders to establish priorities ✓ Design product specifications in consultation with line managers ✓ Test the market and confirm relevance to the market ✓ Initiate the Bid or RFQ process ✓ Facilitate the BAC process in consultation with committee members ✓ Present the committee recommendations for approval, solicit approval from CFO/CEO as guided by Procurement policy and DoR of Nkomazi SEZ ✓ Assist the Procurement Manager in the development of the Procurement strategy by providing input based on collected information regarding collaborative demand plan per business division by ✓ Collecting the sourcing needs and requirements across the business divisions and units. ✓ Drawing up the project plans to fulfil different demand plans; and implementing the category and commodity segmentation. ✓ Receive goods/service in good order in line with agreed specification/delivery note and distributed to the intended end user at Nkomazi SEZ • STATUTORY COMPLIANCE

	<ul style="list-style-type: none"> ✓ Maintaining month-end and year-end procurement files for audit as delegated by CFO. ✓ Preparing and co-ordination working papers/files for internal and external audit. ✓ Lead the developing and implementation of a PFMA compliance calendar. ✓ Develop procurement compliance checklist. ✓ Ensure compliance with National Treasury Regulations ✓ Ensure compliance with the Treasury Preferential Procurement Plan ✓ Assist the CFO to evaluate financial information systems and suggest improvements where needed to comply with GAAP, IFRS and the PFMA; and ✓ Assist the CFO in preparing Annual Financial Statements and submit to relevant committee/CFO for review and appropriate approval <ul style="list-style-type: none"> • CONTRACT MANAGEMENT <ul style="list-style-type: none"> ✓ Facilitate pre and post contract award process with suppliers for Nkomazi SEZ. ✓ Consult vendors/suppliers and negotiate approved mandate ✓ Ensure service providers sign Service Level Agreements • FINANCIAL SYSTEMS <ul style="list-style-type: none"> ✓ Knowledge of SAP, Pastel Evolution, Solar and e-Sourcing procurement systems will be an added advantage. ✓ Maintaining all mandated local tax and benefits registrations and requirements, including submissions of payments, declarations and reports to SARS through relevant systems. • AD HOC PROJECTS <ul style="list-style-type: none"> ✓ Carry out additional duties or responsibilities, which fall reasonably within the sphere of the role profile, or in accordance with operational requirement of the finance unit and/or the finance division at Nkomazi SEZ.
Competencies Required	<p>The preferable candidate should display the following competencies at an advanced level:</p> <ul style="list-style-type: none"> • Knowledge of SCM processes, policy & procedures. • Strategic and business planning.

	<ul style="list-style-type: none"> • Corporate governance principles and practices (i.e. King Reports 1 & 2) • Government strategies, policies, and intergovernmental relations • Relevant and applicable legislation and regulations such as Act, the Tax legislation, Labour Legislation, PFMA, National Treasury Regulations, Preferential Procurement Policy Framework Act etc. • Knowledge of economic development and investment • Knowledge and competence of public sector budget and planning processes. • Business management and analysis experience • Project management skills • Presentation skills • Verbal & written communication skills • People management • Good computer skills in Microsoft Office Packages i.e. Word, Excel, PowerPoint & Outlook
Expectations	<ul style="list-style-type: none"> • The successful candidate will enter into a Service Level Agreement. • The successful candidate will be subjected to vetting and screening.

SUBMISSION OF APPLICATIONS:

Interested candidates should submit an application stating reference number, a detailed CV, and copies of qualifications and identity document addressed to: The Chief Executive Officer: Nkomazi Special Economic Zone (NSEZ) Entity, and hand delivered to DEDT Ehlanzeni District Office, 45 Samora Machel Drive, Mbombela Square, Mbombela, 1200. For enquiries please contact Mr D. Ndwandwe on 082 784 2310 e-mail address: hr@nkomazisez.gov.za or dndwandwe@mpg.gov.za

REMUNERATION

The Nkomazi SEZ Entity offers competitive remuneration and benefits package that may be negotiable based on qualification, experience, and evidence of the current remuneration package of the successful candidate

Enquiries: Mr. Douglas Ndwandwe, 082 784 2310

Closing date for applications: 08 August 2025 @ 16h00. No late application will be considered

Equity Statement: Preference will be given to suitably qualified applicants who will assist the Nkomazi SEZ Entity to be representative of the demographics Do the province. Applicants who have not been contacted within response within thirty (30) days from the closing date, please consider your application as being unsuccessful.