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NELSON MANDELA MUSEUM

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The **Nelson Mandela Museum**, with four sites namely Bhunga building, Nelson Mandela Youth and Heritage Centre in Qunu, O.R. Tambo Garden of Remembrance and iNgquza Hill Memorial has dynamic and enviable opportunities to serve South Africa, as stewards of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as a **Temporary SCM Specialist**. The successful candidate will be based at **Nelson Mandela Museum Bhunga Building** in Mthatha, Eastern Cape.

Advertisement

Position: Temporary Supply Chain Management (SCM) Specialist

Remuneration Package: R12,221.82 per month

Duration: April 2025 – August 2025

Reporting to: Finance Manager

Purpose of the Position:

The temporary SCM Specialist will provide support to the finance team in the absence of the current SCM Specialist. This role will involve assisting with various supply chain management tasks, ensuring smooth operations, and contributing to the achievement of key performance indicators (KPIs) during the specified period.

Key Performance Areas (Duties and Responsibilities):

- Coordinate Demand and Procurement plans
- Ensure compliance with PFMA, B-BBEEA, PPPFA, SCM guidelines and National Treasury Regulations
- Source quotations and ensure value for money
- Process purchase requisitions and Orders
- Maintain day-to-day stakeholder relations
- Handle Stakeholder queries
- Administer the bidding process
- Render a secretarial and/or facilitation service to the Bid Committees
- Administer all SCM records and registers within a specified timeframe and agreed format
- Effectively administer the contract Register and Monitor compliance of service providers with SLA's

- Assist in the Preparation of tender and proposal specifications
- Ensure that all specifications comply with relevant legislation, regulations and policies
- Prepare Bid Documents, schedules and arrange bid meetings, and ensure the proper recording of bid proceedings
- Provide proper guidance and support to the organisation regarding acquisition of Goods and Service
- Continually research new products to obtain best-value purchasing for the museum
- Develop and maintain an SCM SOP and Policy.
- To prepare periodic asset inventory counts and reconciliations.
- Manage the issuing, recording, reconciliation, safeguarding and accounting of assets.
- Develop and update fixed asset register and ensuring that each office has a fixed asset list.
- Prepare monthly and quarterly asset schedules depreciated to facilitate monthly and quarterly reporting.
- Provide accounting and financial information and responses to risk, audit and other assurance providers.
- Ensure that every asset item is uniquely bar coded.
- Implement asset management policy in relation to valuation and revaluation of assets and other provisions.
- Perform other lawful duties as assigned by the Finance Manager.

Required Qualifications and Attributes:

- Previous experience or familiarity with supply chain management processes in public sector.
- Good understanding of SCM-related tasks and functions.
- Strong attention to detail and accuracy.
- Ability to work effectively under tight deadlines.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office, especially Excel, and SCM-related software, SAGE 200.

Qualifications

- Grade 12
- NQF level 7 SCM/Logistics/Equivalent
- 3 years' experience in Supply Chain Management

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and qualifications that are not older than **three months** under a **covering letter clearly marked "TEMP SCM SPECIALIST"** by email ONLY.

Email your application with the subject matter **"Temp SCM Specialist Vacancy"** to hr@nelsonmandelamuseum.org.za

No hand delivered/ faxed applications will be accepted.

All enquiries are to be directed to: The Human Resources Unit, Ms. Y Tshiki at 047-501 9522 or email: yonela@nelsonmandelamuseum.org.za

**Closing date for applications is 20 March 2025 by 16h00.
Applications received after closing date will not be considered.**

Correspondence will only be entered with short-listed candidates.

All shortlisted candidates will undergo pre-employment screening and vetting.

**NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended.
NMM reserves the right not to appoint.**



**Mrs Nontlahla Tandwa-Dalindyebo
Acting Chief Executive Officer**

