

Supply Chain Management

Technical Knowledge + Skills

Competency Cluster	Legislative Environment			
Competency Title	Legislative Regulatory Framework			
Competency Definition	This is the ability to understand and implement relevant legislation, policies, regulations, frameworks, standards and guidelines			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	perform SCM activities in compliance with all relevant legislation, policies, regulations, frameworks, standards and guidelines	perform SCM activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	monitor the performance of SCM activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	manage the performance of SCM activities in compliance with relevant legislation, policies, regulations, framework, standards and guidelines
Competency Cluster	Legislative Environment			
Competency Title	Departmental policies and procedures			
Competency Definition	This is the ability to develop and implement relevant departmental policies and procedures			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Departmental Polices and Procedures Delegations of Authority Principles of internal control	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	perform SCM activities in compliance with departmental policies and procedures	perform SCM activities in compliance with departmental policies and procedures	monitor the performance of SCM activities in compliance with departmental policies and procedures	manage the performance of SCM activities in compliance with departmental policies and procedures

	contribute to the development and review of departmental policies and procedures applicable to SCM	develop and review departmental policies and applicable to SCM	manage the development and review of departmental policies and procedures applicable to SCM
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Competency Cluster	Planning			
Competency Title	Strategic Planning			
Competency Definition	This is the ability to ensure that the departmental strategy supports the achievement of an effective and efficient SCM System			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
			review and assess the alignment of the departmental strategic objectives with the principles and legislation governing SCM	oversee that the departmental strategic objectives support the principles and legislation governing SCM

Competency Cluster	Planning			
Competency Title	Annual Performance Plan			
Competency Definition	This is the ability to ensure that the departmental Annual Performance Plan supports the achievement of an effective and efficient SCM System			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
			assess and review the alignment of the departmental annual performance plan with SCM principles and legislation governing SCM	oversee that the departmental annual performance plan support the principles and legislation governing SCM

Competency Cluster	Institutionalisation			
Competency Title	Establishment of the supply chain management function			
Competency Definition	This is the ability to establish a supply chain management unit within the Department and ensure effective and efficient systems of demand, acquisition, logistics, disposal, risk and performance review			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
PFMA S38 (1)(a)(iii) SCM Systems		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		implement the supply chain management system	develop and institutionalise the supply chain management system	manage the institutionalisation of the supply chain management system

Competency Cluster	Demand Management			
Competency Title	Needs analysis			
Competency Definition	This is the ability to collect data and analyse user requirements			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Relevant SCM Practice Notes Strategic & Annual Performance Planning Treasury Regulations 16A	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	gather and capture information of end user requirements	conduct market and industrial analysis to categorise all projects into the different industrial sectors	synergise the results of needs analyses to determine the requirements for goods and services	manage approval of resource requirements against budget and Strategic Plan of the department
				manage the assessment of the accuracy of the Procurement Plan for each user-department to ensure that spending and empowerment targets are achieved

				manage the communication and publicisation of the report on achievement of procurement targets to all relevant stakeholders
			conduct a high-level market assessment and industry analysis to determine available suppliers and commodities	manage Preferential Procurement Goals and Points, evaluation criteria, special conditions of contract, sourcing strategies, life cycle costing and total cost of ownership
Competency Cluster	Demand Management			
Competency Title	Funding			
Competency Definition	This is the ability to ensure that sufficient funds are available			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
PFMA sec 38(2) Treasury Regulations 16A		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		to monitor availability of funds for procurement undertaken prior to the publication for invitation of bids	confirm the availability of funds, as per the strategic plan and budget	manage the confirmation process regarding the availability of funds

Competency Cluster	Demand Management			
Competency Title	Compilation of specifications and/or terms of reference			
Competency Definition	This is the ability to compile specifications and /or terms of reference taking into account relevant standards			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Treasury Regulations 16A	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	determine whether specifications for commodity exist and gather information required to compile specifications or terms of reference	oversee gathering of information to compile specifications or terms of reference and process for approval	monitor whether a proper specification / terms of reference has been compiled for each requirement	manage compliance with requirements for specifications / terms of reference and communicate recommendations to relevant authority
		provide secretariat support for the Bid Specification Committee	oversee proper functioning of the Bid Specification Committee	manage functioning of the Bid Specification Committee

Competency Cluster	Acquisition Management			
Competency Title	Compilation of bid documentation			
Competency Definition	This is the ability to understand, identify and compile bid documentation and advertisement appropriate to the commodity required			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Standard bidding and advertising formats Treasury Regulation 16A	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	compile bid documentation timeously utilising standard bidding and advertising forms	facilitate the compilation of bid documents and advertisements and the timeous issuing of all documents to bidders	oversee correctness and completeness of bid documentation and advertisement prior to issuing to prospective bidders	manage bid compilation, advertising and distribution process

Competency Cluster	Acquisition Management			
Competency Title	Receipt and opening of bids			
Competency Definition	This is the ability to receive, open and record bids			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Treasury Regulation 16A	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	open bids in such a manner that bidding documents are not compromised and capture all bids received in the bid register	accurately communicate the name and price of each bidder in public and then process bids	oversee the opening and recording of bids received as being an open, transparent and fair process	manage the opening and recording of bids received as being an open, transparent and fair process
Competency Cluster	Acquisition Management			
Competency Title	Evaluation and adjudication of bids			
Competency Definition	This is the ability to direct, advise and provide secretariat support to evaluate and adjudicate bids			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Treasury Regulation 16A PPFA S2(1)(f) PPFA Regulations 3 to 9	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	complete checklist and verify preference point claims in respect of each bid	oversee compliance with checklist and verification of claims in respect of each bid	evaluate all bids against predetermined criteria and make appropriate recommendation	manage recommendations and act accordingly
		render Secretariat support to Bid Committees	collate documentation and provide administrative input to adjudication committees	manage bid evaluation and adjudication process

Competency Cluster	Acquisition Management			
Competency Title	Compilation of a list of prospective service providers for quotations			
Competency Definition	This is the ability to compile a list of prospective service providers			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Procurement Plan National Treasury Practice Notes Internal SCM policy Treasury Regulation 16A		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		collate and report on applications for listing onto supplier database and maintain database	monitor reporting and approve applications for listing onto supplier database and maintain database	manage the creation of application forms and criteria for suppliers/ service providers to be listed on database
Competency Cluster	Acquisition Management			
Competency Title	Analysis of procurement requests for quotations			
Competency Definition	This is the ability to analyse requests received from clients for the procurement or disposal of commodities			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Procurement Plan National Treasury practice notes Internal SCM policy Market analysis methodology Sourcing strategies Treasury Regulation 16A Delegations	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	receive and record procurement requisitions	validate requisition forms for completeness and approval including the availability of funds	review and approve requisition forms in line with the departmental procurement plan	manage the approval process and approve requisition forms where required

Competency Cluster	Acquisition Management			
Competency Title	Sourcing suppliers for quotations			
Competency Definition	This is the ability to issue a request for quotation (RFQ) to prospective suppliers			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Procurement Plan National Treasury practice notes Preferential Procurement Policy Framework Act and regulations Delegations of authority Methods of product selection Treasury Regulation 16A	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	select prescribed number of suppliers to obtain quotations	review selection made and prepare requisition for chosen suppliers to submit quotations	attach the quotations to the requisitions and submit for authorisation	authorise requisitions as per delegation of authority
Competency Cluster	Acquisition Management			
Competency Title	Handling urgent and emergency cases			
Competency Definition	This is the ability to process a request for an urgent or emergency case			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 National Treasury practice notes Treasury Regulation 16A Departmental Delegations Departmental SCM System		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		submit requisitions that are not on the procurement plan (urgent, emergency, impractical and unplanned)	prepare exception reports for urgent, emergency, impractical or unplanned procurement, taking into account predetermined criteria	determine, manage and report on policy for this category, approve exception report and forward to relevant Committee for final ratification (if applicable)

Competency Cluster	Contract Management			
Competency Title	Contract Administration			
Competency Definition	This is the ability to manage and administer contracts			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
NTR 8.2.3 NTR15.10.1.2 NTR16.7.1 NTR17.2 General and Special Conditions of Contract July 2010 Transversal Contracts Departmental Contracts			Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
			monitor and report on contracts	manage contracts
			evaluate compliance with transversal contracts in which the department participates	manage negotiations with department on transversal contracts
			identify term contracts that are nearing expiry and notify acquisition management	manage term contracts
			evaluate applications for price adjustments or invoking penalty clauses	manage price adjustments and / or invoking penalty clauses
			evaluate applications for variations, amendments, cancellations and transfers	manage variations, amendments, cancellations and transfers

		initiate remedial action in cases of non compliance or non performance	manage remedial action in cases of non compliance or non performance
		implement policy for dispute resolution and ensure all documentation is prepared and available to resolve any disputes	manage the development of policy for dispute resolution and follow up on all appeals timeously

Competency Cluster	Contract Management			
Competency Title	Supplier Performance			
Competency Definition	This is the ability to manage supplier relationships			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
			maintain a healthy relationship with the supplier	manage the maintenance of supplier relationships
		implement mechanisms for monitoring supplier performance	establish and maintain mechanisms for monitoring supplier performance	manage the establishment and maintenance of mechanisms for monitoring supplier performance

Competency Cluster	Contract Management			
Competency Title	Managing contracts			
Competency Definition	This is the ability to manage the contract throughout its life cycle			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
NTR 8.2.3 NTR 15.10.1.2 NTR 16.7.1 NTR 17.2 General Conditions of Contract July 2010		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		identification and classification of contracts	recognition, measurement and disclosure of contracts	management of all contracts agreements during the entire contract life cycle
		document and information management	planning and budgeting for contracts	management of performance relating to contracts
	perform the payment, collection, incentives and penalties in terms of contracts	perform the payment, collection, incentives and penalties in terms of contracts	oversight of contract management	management of risk relating to contracts
			resourcing of contract management activities	

Competency Cluster	Logistics Management			
Competency Title	Requisition of goods and services			
Competency Definition	This is the ability to process a requisition			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulation 16A SCM: A Guide for Accounting SCoA	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	compile and consolidate all requisitions	check requisitions for completeness	approve requisitions	manage the requisition process
Competency Cluster	Logistics Management			
Competency Title	Placing orders			
Competency Definition	This is the ability to issue a government order both electronically and manually			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
SCM: A Guide to Accounting Officers and Authorities Ch 4 Internal SCM policy Treasury Regulation 16A	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	capture approved procurement requisitions (including accounting allocation), and prepare order documents	verify and approve orders on system or issue manual orders in the case of an emergency	authorise paper copy of orders as per delegations	authorise paper copy of orders as per delegations

Competency Cluster	Logistics Management			
Competency Title	Receiving goods			
Competency Definition	This is the ability to receive and check goods in accordance with the order			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Codification standards and principles Inventory management Treasury Regulation 16A SCM: A Guide for Accounting Officers and Authorities	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
			monitor compliance with scheduled delivery dates and report non-compliance to the relevant authority	manage the goods receiving process
	receive deliveries and sign delivery note	verify goods received are in accordance with order in terms of quality and quantity	investigate and resolve discrepancies	
	capture goods received and relevant information on system	verify capturing of goods received and relevant information on system	investigate and resolve deficiencies	

Competency Cluster	Logistics Management			
Competency Title	Goods distribution			
Competency Definition	This is the ability to organise the delivery of goods in accordance with applicable prescripts			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Occupation and safety legislation Treasury Regulation 16A Asset Management System	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	arrange for the delivery of goods (stock and non-stock) to designated recipient subject to applicable handling requirements	plan and manage the transportation of goods to be delivered	oversee delivery processes (including any contractual arrangements involved) and resolve discrepancies	manage the goods distribution process
Competency Cluster	Logistics Management			
Competency Title	Warehouse management			
Competency Definition	This is the ability to design and manage the warehousing function (stores items)			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Principles of warehouse design and management Inventory management Applicable occupational and safety legislation Treasury Regulation 16A Asset Management System	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		implement warehousing infrastructure	oversee implementation of warehousing infrastructure plan	manage and plan the design of warehousing infrastructure (layout, bin location, bin numbering)

	assess minimum and maximum stock levels and lead times	monitor and authorise minimum and maximum stock levels and lead times	
	verify and assess stock replenishment notice from system	oversee stock replenishment (considering budget implications)	
retrieve goods in accordance with issue voucher and deliver goods to end user	monitor stock issuing procedures and follow up any errors or omissions identified	design stock issuing and control system	manage stock issuing and control system

Competency Cluster	Logistics Management			
Competency Title	Stock taking			
Competency Definition	This is the ability to perform a stock take within the department			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulation 16A SCM: A Guide for Accounting Officers and Authorities Inventory management Applicable occupation and safety legislation Asset Management System	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	implement stocktake plan (physical count)	investigate deficiency / surplus list of stocktake	investigate and attempt to resolve deficiencies of stock take	compile a policy for stocktake, develop stocktake plan and review results of stocktake

Competency Cluster	Logistics Management			
Competency Title	Matching documentation			
Competency Definition	This is the ability to match the goods received, issued and invoice documentation			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulation 16A SCM: A Guide for Accounting Officers and Authorities Government accounting procedures Asset Management System Archive Requirements	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	consolidate order, issue vouchers, delivery notes and invoices	review payment vouchers for completeness and accuracy and report discrepancies	monitor the payment voucher matching process and resolve discrepancies	manage the payment voucher matching process
Competency Cluster	Logistics Management			
Competency Title	Preparation of documentation for payment			
Competency Definition	This is the ability to prepare applicable documentation for payment			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Document preparation Finance policy for accounts payable Accounting policy & system rules	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	prepare payment vouchers for Accounts Payable	verify payment vouchers	authorise payment vouchers, monitor payments, and resolve exceptions	oversee the monitoring of the payment cycle

Competency Cluster	Disposal Management			
Competency Title	Preparation for disposal			
Competency Definition	This is the ability to identify redundant, obsolete and unserviceable goods for disposal			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Applicable regulations for the disposal of surplus stock Standard forms for disposal Asset management guidelines & system	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	capture requests for disposals	verify disposal documentation	assess requests and arrange for technical inspection where appropriate	manage disposal process

Competency Cluster	Disposal Management			
Competency Title	Disposal process			
Competency Definition	This is the ability to identify, obtain approval and dispose of goods			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Asset management guidelines & system	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	create a disposal schedule taking into account supporting documentation	verify items on the disposal schedule	prepare submission for approval of disposal schedule in terms of disposal policy	approve disposals in terms of delegation of authority
		supervise physical approved disposal process		

Competency Cluster	Disposal Management			
Competency Title	Control of disposal documentation			
Competency Definition	This is the ability to control disposal documentation			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Records and document management Archive requirements	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity		
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	collate all disposal documentation and update records	verify records have been updated and notify stakeholders of results		

Competency Cluster	Risk Management			
Competency Title	Risk Management of the SCM System			
Competency Definition	This is the ability to maintain a risk management system in relation to the departmental SCM System			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulation 16A AOG Requirements		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	assist in conducting an annual SCM risk assessment, developing a SCM universe and implementing a risk response plan	conduct the annual SCM risk assessment, develop the SCM risk universe and risk response plan	supervise the annual SCM risk assessment, development of the SCM risk universe and risk response plan	manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan

Competency Cluster	Performance Management			
Competency Title	SCM Performance Review			
Competency Definition	This is the ability to review the performance of the SCM System			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulation 16A		Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
		maintain, implement and update the performance management system	monitor the maintainance, implementation and updating of the performance management system	manage the maintainance, implementation and updating of the performance management system
		assess and report on the performance of the SCM System in respect of processes and achievement of objectives	analyse the performance report and identify improvement measures	manage the performance review process

Competency Cluster	Reporting of SCM information			
Competency Title	Reporting of SCM information			
Competency Definition	This is the ability to report on supply chain management information			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Treasury Regulation 16A				
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	compile SCM information required for reporting	review and collate SCM information for reporting	prepare SCM reports	manage the SCM reporting process

Competency Cluster	System utilisation			
Competency Title	Optimal system utilisation			
Competency Definition	This is the ability to utilise the SCM system optimally			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	capture transactions on SCM system	review transactions on SCM system	monitor and review transactions on SCM system	manage the optimal utilisation of the SCM system

Competency Cluster	Safeguarding			
Competency Title	Safeguarding of SCM information			
Competency Definition	This is the ability to adequately safeguard SCM information			
Specific Knowledge Requirements	Occupational Role 1	Occupational Role 2	Occupational Role 3	Occupational Role 4
Skill Requirements	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:	The incumbent should be able to:
	support the implementation of the safeguarding process of SCM information	implement the process for safeguarding of SCM documentation	monitor and review the process for safeguarding of SCM information	manage the adequate safeguarding of SCM information