

MANAGE SUPPLY CHAIN OPERATIONS
UNIT CODE: BUS/OS/SC/CR/04/6/A

Unit Description

This unit specifies the competencies required to manage supply chain operations. It involves planning for the procurement department, developing a procurement policy, staffing and supervision of staff.

ELEMENTS AND PERFORMANCE CRITERIA

<p>ELEMENT <i>These describe the key outcomes which make up workplace function</i></p>	<p>PERFORMANCE CRITERIA <i>These are assessable statements which specify the required level of performance for each of the elements.</i> <i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Develop Organizations' Procurement and Asset Disposal Policy</p>	<p>1.1 Legal framework on procurement and disposal of assets is interpreted. 1.2 An internal procurement and asset disposal policy is developed based on the national policy and organizations requirements. 1.3 Internal policy on procurement and disposal of assets is presented to management for approval and adoption.</p>

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	1.4 The approved policy is disseminated to relevant stakeholders as per workplace policy. 1.5 The policy is interpreted to stakeholders as per workplace policy. 1.6 The policy is implemented as per legal requirements and workplace policy. 1.7 Implementation of the policy is monitored, evaluated and reviewed as per workplace policy.
2. Plan and Organize Supply Chain Operations	2.1 Department operational resources are identified and their availability secured as per workplace policy. 2.2 Department organizational structure is developed based on the activities of the department. 2.3 Operational resources are allocated based on the activities of the department.

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	<p>2.4 Procurement staff is allocated duties based on their competence and job description.</p>
<p>3. Manage Procurement Staff</p>	<p>3.1 New procurement staff is inducted based on the workplace policy.</p> <p>3.2 Performance targets are set based on work plan as per workplace policy.</p> <p>3.3 Supervision procedures are established as per workplace policy.</p> <p>3.4 Performance of procurement staff is measured based on set targets and the organizations policy.</p> <p>3.5 Procurement staff records are maintained as per workplace policy.</p> <p>3.6 Staff adherence to standard operating procedures is monitored as per workplace policy.</p> <p>3.7 Establish procurement staff capacity building program based on the workplace policy.</p>

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	3.8 Code of ethics/work ethics are adhered to.
4. Oversee Supply Chain Operations	4.1 Leadership is provided based on situational needs. 4.2 Procurement staff is motivated and reprimanded based on workplace policy. 4.3 Procurement processes and procedures are adhered to as per workplace policy. 4.4 Procurement documentation is maintained as per workplace policy and legal requirements. 4.5 Procurement reports are generated as per workplace policy.
5. Control Supply Chain Operations	5.1 <i>Procurement control mechanisms</i> are established as per workplace policy.

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	5.2 Procurement control mechanisms are implemented as per workplace policy. 5.3 Procurement control mechanisms are monitored, evaluated and reviewed as per workplace policy. 5.4 Supply chain operations are monitored and evaluated as per workplace policy.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
Procurement Control Mechanisms	1.1 Resource utilization, 1.2 Movement, approvals

Required Skills

The individual needs to demonstrate the following skills:

- Administrative skills
- Communication skills
- Interpersonal skills
- Negotiation skills
- Analytical skills
- Risk assessment skills
- Evaluation skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Principles of administration and management
- Purchasing of goods and services
- Storage of goods
- Vendor contracting
- Stock control
- Disposal of assets
- Distribution of goods
- Procurement programming
- Standard operating procedures
- Public Procurement and Asset Disposal Act, 2015 and regulations (2006)

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none">1.1 Demonstrated knowledge of the Legal framework on procurement and disposal of assets.1.2 Developed an Internal Procurement and Asset Disposal Policy Ensured Approval and Adoption of Internal Policy on Procurement and Disposal of Assets.1.3 Disseminated and interpreted the approved policy to relevant stakeholders1.4 Implemented the policy appropriately.1.5 Monitored, evaluated and reviewed the implementation of the policy.1.6 Identified and secured availability of department’s operational resources.1.7 Developed department organizational structure
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	<p>1.8 Allocated operational resources appropriately</p> <p>1.9 Allocated duties to Procurement staff appropriately</p> <p>1.10 Inducted new procurement staff.</p> <p>1.11 Set performance targets</p> <p>1.12 Established Supervision procedures.</p> <p>1.13 Demonstrated knowledge of staff performance measurement.</p> <p>1.14 Maintained procurement staff records appropriately.</p> <p>1.15 Monitored Staff adherence to standard operating procedures Established and implemented procurement staff capacity building program</p> <p>1.16 Demonstrated understanding of leadership concepts.</p> <p>1.17 Demonstrated understanding of staff motivation and sanctions Adhered to procurement processes and procedures</p> <p>1.18 Maintained procurement documentation</p> <p>1.19 Demonstrated understanding of the procurement policy and procedures</p>
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	<p>1.20 Prepared and documented procurement reports.</p> <p>1.21 Established, implemented, monitored, evaluated and reviewed procurement control mechanisms.</p> <p>1.22 Demonstrated understanding of control mechanisms in procurement.</p> <p>1.23 Demonstrated understanding of supply chain operations</p> <p>1.24 Monitored and evaluated supply chain operations</p>
2. Resource Implications	<p>The following resources must be provided:</p> <p>2.1 A functional procurement unit</p> <p>2.2 A functional procurement entity with a warehouse</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Written tests</p> <p>3.2 Third party reports</p> <p>3.3 Oral questioning</p> <p>3.4 Interview</p> <p>3.5 Observation</p>
4. Context of Assessment	<p>Assessment could be conducted:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the-job</p>

	4.3 During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units in the sector.

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