

Advert

Senior Manager: Procurement

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Head Office / Fixed-term or Permanent

POLMED is seeking an experienced supply chain and procurement leader to drive strategic sourcing, supply chain value and service excellence across the Scheme. The Senior Manager: Procurement will lead the SCM function, strengthen supplier and stakeholder relationships, ensure sound procurement governance and deliver cost-effective, sustainable sourcing outcomes.

Reporting to the Executive: Finance and Procurement, the role will provide strategic direction across procurement, sourcing, supplier development, inventory management and SCM governance, while maintaining operational readiness to provide continuity for core financial operations when required.

What you will be responsible for:

- Clinical Supply Chain Management & Strategic Sourcing (40%)
 - Lead the Supply Chain Management function, including procurement, tender processes, vendor management, supplier relationship management and supplier performance management.
 - Lead the review and revision of SCM policies and ensure effective implementation across the organisation.
 - Develop and implement supply chain and strategic sourcing strategies that maximise value and support effective member service delivery.
 - Develop commodity sourcing strategies and oversee sourcing objectives, corrective actions and contract negotiations.
- Strategic Inventory Management (5%)
 - Develop inventory management and planning strategies.
 - Ensure the availability of competitive, quality goods to support operations.
 - Monitor and optimise inventory levels across POLMED.
- Supplier Development (10%)
 - Develop and implement the Enterprise and Supplier Development strategy.
 - Ensure procurement activities contribute to supplier development objectives.
 - Identify opportunities for increased competitive bidding and supplier empowerment.
 - Define supplier performance measures and drive proactive action where performance requirements are not met.
- Strategic Management & Stakeholder Engagement (10%)
 - Contribute to the Finance and Procurement operational plan and ensure alignment with POLMED strategy.
 - Provide strategic procurement advice to executives, the Board of Trustees and relevant committees.

- Build strong relationships with suppliers and internal stakeholders and champion new procurement initiatives.
- Monitor performance, provide regular executive reporting and escalate material risks and issues.
- People Management (5%)
- Lead, coach and develop the SCM team and promote a high-performance culture.
- Manage performance and talent processes for direct reports.
- Promote effective use of systems, tools and knowledge to support continuous improvement.
- Financial Management & Financial Operations Continuity (20%)
- Maintain operational readiness to oversee Procure-to-Pay (P2P) processing, accounts payable/receivable integrations, cash flow releases and quarterly reporting during Senior Manager: Finance vacancies or absence.
- Co-manage operational budgeting, cost accounting and variance analysis with the Senior Manager: Finance.
- Lead the annual SCM budget and procurement plan and ensure effective budget management and cost control.
- Compliance & Governance (10%)
- Ensure procurement governance structures, processes and controls support fairness, transparency and regulatory compliance.
- Oversee procurement governance, bid processes, record keeping, declarations of interest and committee submissions.
- Manage audit exceptions, SCM and financial risk registers and drive resolution of identified risks.
- Lead the development and review of POLMED's SCM policy.

What you'll bring

- NQF Level 8 / B. Com degree in Finance, Accounting or Supply Chain Management.
- Registration with a recognized professional body such as CIPS or SAICA is preferred.
- Ideally 8 years' experience in Supply Chain Management and finance within a medical scheme or comparable environment.
- Ideally 5 years' management experience.
- Demonstrated deep knowledge of Supply Chain Management and financial management.
- Strong supplier relationship management capability.
- **You'll thrive in this role if you have:**
 - Strategic supply chain and procurement leadership capability.
 - Strong sourcing, tender, contract and supplier management expertise.
 - Sound governance, risk management and regulatory compliance knowledge.
 - Strong financial, analytical and commercial acumen.
 - Excellent stakeholder engagement, negotiation, communication and presentation skills.
 - Strong people leadership, coaching and performance management capability.
 - Sound judgement and complex problem-solving skills.

How to apply:

If you are ready to take on this role, please send your CV to hr@polmed.co.za:

In the **body of your email**, please clearly state your **current notice period**.

The **subject line** must strictly read: **Application for: Senior Manager: Procurement**

Please note:

Due to the volume of applications received, only applications that fully comply with the above submission requirements will be considered during the shortlisting process.

POLMED reserves the right to fill this position on either a fixed-term or permanent basis, in line with organisational requirements.

If you have not received feedback within 21 days after the closing date, please consider your application unsuccessful.

Closing date: 31 August 2026