



**NATIONAL TREASURY
REPUBLIC OF SOUTH AFRICA**

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TO ALL
ACCOUNTING OFFICERS: NATIONAL DEPARTMENTS
HEADS: PROVINCIAL TREASURIES
CHIEF FINANCIAL OFFICERS: PROVINCIAL DEPARTMENTS
CHIEF EXECUTIVE OFFICERS / CHIEF FINANCIAL OFFICERS: CONSTITUTIONAL INSTITUTIONS /
PUBLIC ENTITIES

Supply Chain Management Office
Practice Note Number SCM 5 of 2004

TRAINING OF SUPPLY CHAIN MANAGEMENT OFFICIALS

This practice note is applicable to all national and provincial departments, constitutional institutions and public entities as defined in schedule 3A and 3C of the Public Finance Management ACT (PFMA). All accounting officers of national departments and heads of provincial treasuries are required to disseminate the contents of this practice note to all departments and public entities that fall under their jurisdiction.

The following *Guide for minimum training and deployment of supply chain management officials* is issued in accordance with the Regulations in terms of the Public Finance Management Act, 1999: Framework for Supply Chain Management that was promulgated in Government Gazette Number 25767 on 5 December 2003.

Accounting officers / authorities are required to ensure that supply chain management officials are trained and deployed in accordance with the requirements of this *Guide*.

GUIDE FOR MINIMUM TRAINING AND DEPLOYMENT

1. OBJECTIVE

The objective of this guide is to provide guidance to accounting officers/authorities on the training and deployment of supply chain management officials.

2. TYPES OF TRAINING

2.1 In order to develop officials for a career in supply chain management, provision should be made for the following types of training:

- (a) Introduction to supply chain management.
- (b) Intermediate training with the focus on intensive training on all the elements of supply chain management.
- (c) Advanced training that includes specialist skills within each element of supply chain management such as strategic sourcing.

2.2 Training should be performance and outcomes based.

3. TARGET AUDIENCE

3.1 Accounting officers/authorities should make provision for the training of at least the following officials:

- (a) Senior management (SMS).
- (b) Practitioners who are involved with the day to day operations of supply chain management (senior and operational level.)
- (c) New entrants – new appointees irrespective of the level at which they are appointed.

4. RESPONSIBILITY FOR TRAINING

4.1 National Treasury

4.1.2 National Treasury will regulate training. Training providers are required to apply to have their training material validated. The material must be of an acceptable level of quality and in accordance with the relevant SCM policy reforms and legislation.

4.2 Provincial Treasuries

4.2.1 Provincial treasuries will regulate training within their respective provinces. They are required to submit the training material of training providers within their respective provinces to the National Treasury for validation by the Validation Board.

4.3 Accounting officers/authorities

4.3.1 Accounting officers/authorities should ensure that supply chain management practitioners are acquainted with the training as outlined in paragraphs 2 and 3.

4.4 Training providers

4.4.1 The services of training providers whose training material have been validated by the Validation Board of the National Treasury may be utilised. This form of validation is aimed at giving accounting officers/authorities an indication that courses presented by these training providers comply with the requirements and will provide value for money.

5 IMPLEMENTATION STRATEGY

5.1 A phased in approach as outlined below could be followed:

5.1.1 Short term

Introduction to supply chain management.

5.1.2 Medium term

Training in all elements of supply chain management as well as training in specialist skills.

5.1.3 Long term

Formal diploma and degree courses by tertiary institutions.

6 DEPLOYMENT


6.1 Accounting officers/authorities should accommodate their existing provisioning administration personnel into their supply chain units provided that they are trained in terms of this guide.

7 MONITORING

7.1 The National Treasury and provincial treasuries will monitor and assess the quality and content of training provided by training providers whose training material have been validated by the Validation Board of the National Treasury.

7.2 Evaluation reports in this regard as well as details of all officials who have successfully completed a course must be submitted to the National Treasury.

Any enquiries in this regard may be directed to Messrs K L Naik at (012) 315-5186 or J A Bekker at (012) 315-5221 of the Training Unit of the Supply Chain Management Office within the National Treasury.


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