



Job Profile

Demand & Supply Planning Manager

Job Details

Job Title	Demand & Supply Planning Manager
Historic Job Title	Demand and Logistics Planner
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Demand & Supply Planning Manager
Direct Line Manager	Supply Chain Executive
2nd Line Manager	Managing Director
Direct Subordinates	Demand Planner Exports & Imports Controller

Position Description

Overall Purpose of the Job

To ensure that optimal stock levels are maintained through effective planning in order to reduce working capital and improve customer deliveries.

Qualifications *(Formal Qualification Required)*

Minimum

- Bachelor's Degree in Business Management or Logistics, or Supply Chain Management (NQF Level 7)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- Driver's License – Code B

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Experience in Supply Chain Management and Demand Planning	5 years
People Management experience will be an added advantage	

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Supply Planning Short-Term (Finished goods)	- Input and maintain <i>Master Data</i> on the <i>ERP System</i> and integrate other relevant <i>Business Data</i> required to run <i>Planning Tools</i> for ensuring optimal <i>Production and Supply Plans</i> - Analyse <i>Historical Sales Data</i> to identify <i>Patterns and Trends</i> - Set optimal <i>Finished Product Stock Targets</i> in accordance with the <i>Business Strategy</i> and <i>Demand Fluctuations</i> - Collaborate with and integrate information from various Departments to draft an <i>Integrated Plan</i> - Consider <i>Manufacturing Process, Space and Logistical Constraints, Minimum Order Quantities</i> and <i>Safety stock</i> to create a <i>Supply Plan</i> that aligns with demand. Investigate and report on changes or deviations - Analyse and amend the <i>Supply Plan</i> for approval. Communicate the approved plan to the Production and Procurement Teams - Ensure that <i>Transport and Delivery Schedules</i> are compiled and communicated within the agreed timeframe - Ensure <i>Export Orders</i> are produced in time and focus on reducing lead times	50%
Medium and Long-Term Supply Planning	- Ensure <i>Long-term Plan</i> aligns with the overall <i>Business Strategy and Goals</i> - Minimise excess <i>Finished Goods Inventory</i> and associated <i>Costs</i> - Adjust <i>Inventory Levels</i> based on changing <i>Demand Volumes</i> - Ensure products are available for local, export and contract customers - Highlight future <i>Capacity Constraints</i> within Supply Chain to Management - Recommend <i>Plans and Strategies</i> to meet future demand - Review, report and adjust long and medium <i>Supply Plans</i> every month - Identify and implement initiatives to improve the <i>Planning Process</i> (special <i>CI projects</i>)	10%
Sales Forecasts	- Analyse <i>Growth %, Market Trends, Marketing Campaigns, and Promotions</i> to prepare <i>Sales Forecasts</i> - Create quarterly <i>Sales Forecasts</i> and review <i>Monthly Performance</i> compared to the <i>Sales Forecasts</i>. Communicate <i>Deviations</i> to the Production and Sales Teams to initiate the appropriate action - Generate relevant <i>Reports</i> to monitor the accuracy of <i>Forecasts</i> and communicate findings to the relevant stakeholders - Upload and maintain forecasts on the <i>ERP system</i>	30%
People Management	- Manage the attendance and performance of direct reports and monitor adherence to expected standards - Offer guidance and support with the execution of their daily activities, and if required, take appropriate Disciplinary Action - Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles - Participate in the selection and appointment of new team members	5%



KPA / Main Outputs and Responsibilities for this Position

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	- Conduct regular meetings and promote open and ongoing communication with the team - Approve the leave of direct reports and manage overtime where applicable - Live and demonstrate the <i>Company Culture</i> by regularly communicating and applying the six (6) themes in the workplace	
Hygiene, Housekeeping and Occupational Health and Safety	- Adhere to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22 000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times	5%

Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Planning and forecasting
- Proficient in *MS Office* and *Advanced Excel*
- Problem-solving
- Business Analytics
- Management
- Assertive
- Verbal and written communications

Behavioural Attributes

- Analytical
- Attention to detail
- Ability to work under pressure
- Results-driven
- Sense of urgency

Knowledge

- Understanding of *Business* and *Market Trends*
- Understanding of *Business Processes*
- Knowledge of the *ERP system*
- Knowledge of *Country-specific Importing Requirements*
- Knowledge of *Ideal Stock Levels* and *Stock Management*



Special Requirements

- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Kaleigh Kukuk	Demand and Supply Planning Manager
Johann Kotze	Supply Chain Executive

Completed By

Name	Title
Christine van Rensburg	21 st Century Executive Consultant