

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.

CLOSING DATE : 12 June 2009

OTHER POST

POST 21/62 : **ASSISTANT DIRECTOR: TENDERS SUPPLY CHAIN MANAGEMENT GROUP SYSTEMS AND SUPPORT SERVICES DIVISION (GSSSD) REF NO: (Proc/Assets 007)**

SALARY : R294 118 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Degree or equivalent qualification, and at least 4 years experience in a Supply Chain Management (Tenders) environment. Knowledge and practical working experience of Government procurement processes and procedures, the PFMA, Treasury Regulations and Supply Chain Management. Computer Literacy Good interpersonal customer service and proven leadership abilities.

DUTIES : Facilitate the tender process Provide secretarial duties to the Departmental Tender Committee. Act as an advisor during Tender Evaluation Committee meetings and Briefing Sessions. Provide procurement and tender related advice and assistance to the various divisions within the DTI Monitor closing and expiry dates of advertised tenders Compilation of monthly management reports. Manage the dti's suppliers database.

ENQUIRIES : Simangele Mtinkulu 012 394 1918