

**COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

- APPLICATIONS** : For the post of Deputy Manager: Acquisition Management, please forward your application, quoting the relevant reference number, to [response3@pinpointone.co.za](mailto:response3@pinpointone.co.za) or fax to 086 697 3898. Applications for the posts of Senior Asset Management Officer and Senior Asset Management Clerk must be forwarded to: [response8@pinpointone.co.za](mailto:response8@pinpointone.co.za) or fax to 086 604 9677 and the post of Senior Provisioning Administration Clerk (Warehouse and Transit) to [contact@pinpointone.co.za](mailto:contact@pinpointone.co.za) or fax to 086 694 9476. All the applications can also be posted to PO Box 698, Saxonwold, 2132. Enquiries can be made by telephoning (011) 325 5101.
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z.83 (application form) obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluations. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in the Department.

**OTHER POSTS**

- POST 22/01** : **DEPUTY MANAGER: ACQUISITION MANAGEMENT (ASSISTANT DIRECTOR LEVEL)**  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R174 243 per annum  
Pretoria  
A tertiary qualification in one of the following areas: Public Administration, Supply Chain Management, Purchasing Management, Financial Management and/ OR extensive experience in the related field. Successful attendance of courses in Supply Chain Management, Tender Procedures, Bid Committees, Contract Management as well as basic knowledge of financial management. Experience in the field of Supply Chain Management of human resources. Computer skills in MS Word, Excel and PowerPoint.
- DUTIES** : The successful candidate will be required to: Verify requisitions in terms of compliance with Supply Chain Management (SCM) Policy. Administration of bids and quotations. Keep and maintain registers in respect of transversal term contracts (National Treasury, SITA, etc). Prepare documents for bid evaluation committees and provide advisory services during the evaluation of bids and quotations. Provide an ongoing secretariat support to the Bid Adjudication Committee. Administer contracts and verify the correct application of the Departmental Procurement Policy and procedures as well as the bid evaluation systems. Ensure that proper records are kept and maintained for quotations, tender. Ensure that reports on the performance of all suppliers/service providers are submitted by the due date. Report the required SCM information on the acquisition of goods and service National Treasury by the due date. Submit quarterly performance reports in accordance with the outputs and indicators as per approved workplan contained in the performance agreement.
- ENQUIRIES** : Mr M A Mogashoa Telephone: (012) 334 0623
- POST 22/02** : **SENIOR ASSET MANAGEMENT OFFICER**  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R145 920 per annum  
Pretoria  
An appropriate three-year degree or equivalent qualification in Public Administration, Financial Management or related field and/OR extensive experience in the field of Supply Chain Management. Successful attendance of courses in asset management and/or supply chain management such as LOGIS, asset management and procurement. Extensive knowledge of the Public Finance Management Act, the Treasury Regulations and the Framework for

Supply Chain Management (SCM). A good understanding of the various elements of Asset Management, including demand, acquisition and disposal management. Sound knowledge of stock taking and methods of disposal. Working knowledge of the relevant transversal systems (LOGIS and BAS) and extensive experience in the field of logistical support, asset management, and the management of human resources and finances. Computer skills: MS Word, Excel and PowerPoint.

**DUTIES** : Maintain an effective and efficient asset management system and asset register in accordance with the requirements and criteria as contained in the National Treasury Framework for Asset Management. Provide asset management support. Organise and manage the quarterly and annual asset verification processes and reconcile asset register with physical assets. Assume responsibility for all reporting on matters relating to asset management. Compile and submit the monthly LOGIS /BAS reconciliation to the Manager. Attend to audit queries on asset management functions within the timeframes of the Office of the Auditor-General. Provide secretariat services to the Asset Control Committee. Assist with the annual review of asset management policies and procedures. Ensure that performance agreements, quarterly reports and performance assessments are submitted within the relevant timeframes.

**ENQUIRIES** : Ms M Wege Telephone: (012) 334 0980

**POST 22/03** : **SENIOR ASSET MANAGEMENT CLERK**  
Directorate: Supply Chain Management

**SALARY** : R76 194 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate with at least one year appropriate experience in the field of Supply Chain Management and or asset management. Successful completion of LOGIS 1 and LOGIS Miscellaneous courses will be a recommendation. Good verbal and written communication skills. Computer literacy.

**DUTIES** : The successful candidate will be required to: Perform functions on LOGIS such as capturing of receipts and issues in respect of assets, capture the movement and condition of assets, capture disposals and service records of assets. Barcode all new assets and ensure that all old assets are bar-coded. Investigate old assets without barcodes and replace barcode number on LOGIS if a new barcode is issued. Maintain register of losses. Assist with quarterly asset audits, verify correctness of control sheets and ensure that all control sheets are signed off. Perform annual stock take in the department and update asset register. Recommend assets for disposals to the Manager, and assist with physical movement of assets and stocktaking.

**ENQUIRIES** : Ms Marie Wege Tel no. 012 334 0980

**POST 22/04** : **SENIOR PROVISIONING ADMINISTRATION CLERK (WAREHOUSE AND TRANSIT)**  
Directorate: Supply Chain Management

**SALARY** : R64 410 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate or equivalent qualifications with relevant experience. Successful completion of PAS 1 and LOGIS 1 courses will be a recommendation. Computer literacy. Good verbal and written communication skills. A driver's license will be an added advantage.

**DUTIES** : The successful candidate will be required to: Issue approved quantities and complete issue vouchers. Receive and deliver to Chief Users. Capture requisitions on LOGIS. Check quality and quantity. Check stock level and replenish where necessary. Keep 0-9 files for deliveries and certify delivery notes. Keep and update bin cards (log14). Submit lists of obsolete/redundant stores for disposal. Handle queries from Chief Users and stocktaking of E-class accountable items.

**ENQUIRIES** : Ms Marie Wege Tel no. 012 334 0980