

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered at the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 3 July 2009
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicants ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above- mentioned post(s).

OTHER POST

- POST 24/01** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER**
- SALARY** : R 94 326 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate plus appropriate and relevant experience. Knowledge of Supply Chain Management policies and procedures and the PFMA, BAS and LOGIS. Computer literacy (MS Word and MS Excel). Good customer relations and communication skills.
- DUTIES** : The successful candidate will be responsible for the payment of creditors. Checking of payment. Maintain payment records and any other clerical activities. Match invoices and orders. Handle queries related to payments.
- ENQUIRIES** : Ms P Mulaudzi, Tel 012 441 3716