

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

*The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.*

**APPLICATIONS**

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001.

**FOR ATTENTION**

: Human Resource Management

**CLOSING DATE**

: 12 February 2010

**NOTE**

: Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Internet <http://www.ruraldevelopment.gov.za>

**OTHER POSTS****POST 04/63**

: **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND MANAGEMENT UNIT)**  
**REFERENCE: S8/3/2010/18**  
Directorate: Demand and Acquisition Management

**SALARY**

: R161 970 per annum, Level 8

**CENTRE**

: Pretoria

**REQUIREMENTS**

: \*An appropriate recognized 3 year Tertiary qualification or Equivalent. \* A Minimum of two years' demonstrable experience in (SCM) Demand and Acquisition Management. \*Knowledge of public sector procurement processes, SCM Policy Framework or Guide to accounting officers, PFMA, PPPFA, Treasury Regulations and other SCM prescript. \*Ability to work under pressure and deliver to tight deadlines. \*Good verbal and written communication skills, supervisory skills, good interpersonal relations, time management, as well as organizing and office administration skills. \*Good data analysis and report interpretation skills.\*Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies\* Good computer literacy in Microsoft office suit. \* A valid drivers' license.

**DUTIES**

: \*The Demand Management Unit is a Sub- Directorate within Supply Chain Management, It is responsible for conducting procurement planning of goods and services for the Department as well as to assist various cost centres. \* The candidate will be expected to assist with the collation, consolidation and verification of demand Management plans. \* Conduct needs, expenditure, commodities and market analysis to ensure optimal sourcing strategy in the Department. \* Update the price lists for commodities quarterly. \* Supervise and provide advisory assistance to client offices (including Decentralized Offices) in drafting the Terms of Reference (TOR), Specifications, evaluation criteria as well as to ensure that Service Level Agreements (SLA) are drafted accordingly. \* Implement an effective document control and filing systems. \* Provide administrative support and produce management information

**POST 04/64** : **SUPPLY CHAIN PRACTITIONER: (DEMAND MANAGEMENT UNIT) REF NO: S8/3/2010/17**  
 Directorate: Demand and Acquisition Management

**SALARY** : R130 425 per annum Level 7  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \*A National Senior Certificate or equivalent qualification and extensive working experience in Demand and Acquisition Management. \* Knowledge of public sector procurement processes, SCM Policy Framework or Guide to accounting officers, PFMA, PPPFA, Treasury Regulation and other SCM prescript. \*Ability to work under pressure and deliver to tight deadlines. \*Good verbal and written communication skills, interpersonal relations, time management, organizing/ office administration skills \*Good data analysis and report interpretation skills.\*Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies\* Good computer literacy in Microsoft office suit.

**DUTIES** : The Demand Management Unit is a Sub- Directorate within Supply Chain Management, It is responsible for conducting procurement planning of goods and services for the Department as well as to assist various cost centres in drafting TOR and Specs. \*The candidate will be expected to assist with the collation, consolidation and verification of demand Management plans. \* Conduct needs, expenditure, commodities and market analysis in the Department. \* Update the price lists for commodities quarterly.\* Provide advisory assistance to client offices (including Decentralized Offices) in drafting the Terms of Reference (TOR), Specifications, ensure that evaluation criteria drafted accordingly. \* Do office

**POST 04/65** : **SENIOR ADMINISTRATION CLERK REF NO: S8/3/2010/53**  
 Chief Directorate: Land Reform Implementation Management And Co Ordination

**SALARY** : R105 645 per annum Level, 6  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \*A National Senior Certificate or equivalent qualification. \* Knowledge of administrative procedures \* 1 to 2 years relevant experience. \* Computer literacy in MS Word and Excel. \* Good interpersonal and communication skills. \* Ability to prioritise and work pro-actively. \* Knowledge of Logis will be to candidates advantage.

**DUTIES** : \*Maintain asset register / inventory control. \* Procurement and capturing on Logis. \* Scan/fax documents to relevant officials. \*Send reminders and make follow-up requests for outstanding responses. \* Receive inputs by e-mail, make necessary hardcopies, distribute and file. \* Request additional information as and when required. \* Assist with transport and accommodation reservations when necessary. \* Monthly reconciliation of transport and accommodation accounts. \* Filing of documents in the Chief Directorate. \* Assist with recording and processing of submissions. \* General administration