

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
- FOR ATTENTION** : Mr N Molepo
- CLOSING DATE** : 24 February 2017
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

- POST 06/83** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT**
Directorate: Supply Chain Management
- SALARY** : An all-inclusive remuneration package of R612 822 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a recognised three (3) year National Diploma/Degree or an equivalent on NQF 6 plus a minimum of three (3) years relevant experience as an Assistant Director. Experience with regard to LOGIS, BAS, Financial Management and Annual Financial Statements. Computer literacy. Knowledge of Supply Chain Management procedures, LOGIS, BAS, PPPFA, PFMA and Treasury Regulations and SCM practice notes. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills. Valid Code B driver's licence.
- DUTIES** : The successful candidate will be responsible for managing and controlling of the Sub-directorate: Logistics Management. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to logistical management. Executing delegated tasks as per relevant policies, legislation and job description. Liaising with the line functionaries, other departments and contractors on logistical matters. Ensuring that proper and adequate processes are in place to update and maintain the LOGIS system in compliance with legislation with regard to: orders and payments as well as warehouse management. Ensuring that correct reporting levels and asset categories are implemented and maintained on LOGIS in relation to warehouse items. Ensuring that correct economic classifications are used (BAS). Ensuring appropriate reporting. Managing the departmental cell phone account in verifying payments before they are processed. Ensure optimal utilisation of stores and maintenance of proper stock levels. Taking effective and appropriate steps to prevent unauthorised, irregular, fruitless and wasteful expenditure. Keeping appropriate records and maintain systems to produce accurate and reliable inputs for the Annual Financial Statements (AFS). Answering internal and external audit queries. Developing and managing a training programme to develop and maintain capable and motivated personnel in Logistics Management. Maintaining of the quarterly assessment reports of the Logistics Management Unit officials. Supervise the logis system controller and ensure that all users are managed. Have extensive experience in reporting on accrual and commitments, have a clear understanding of SCM processes as a whole. The incumbent must be prepared to be subjected to a technical exercise during the recruitment process.
- ENQUIRIES** : Mr K Futhane Tel no: 012 300 5995

<u>POST 06/84</u>	:	<u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT</u> Chief Directorate: Office of the Chief Operations Officer
<u>SALARY</u>	:	An all-inclusive remuneration package of R612 822 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Commercial/ Law or equivalent qualification on NQF level 6 majoring in Contract or Commercial Law. Working experience in Supply Chain Management. At least 3 years' experience in contract management. A minimum of 2 years proven middle management experience. Training in Business or Contract Law will serve as an added advantage.
<u>DUTIES</u>	:	Develop a contract management system. Coordinate and monitor the implementation of contracts and service level agreements. Provide advice on contracts. Negotiate contracts with strategic and non-strategic suppliers. Develop and maintain procurement and contract management strategies, policies, procedures and practices. Oversee the total enquiry tender process. Proactively identify supply risks and develop mitigating strategies. Ensure compliance with legal and statutory requirements and internationally accepted quality standards. Compile a dashboard for the management, cancellation, re-negotiation of contracts.
<u>ENQUIRIES</u>	:	Mr K Futhane Tel no: 012 300 5995