

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The applications of Coloured males and persons with disabilities will receive preference.

- APPLICATIONS** : quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Monday, 18 April 2017
- NOTE** : The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, security vetting, qualification verification and criminal records.

OTHER POST

- POST 13/31** : **ASSISTANT DIRECTOR: PROCUREMENT REF NO: DPSA/0008**
- SALARY** : R311 784 per annual (Level 9). An annual progression up to a maximum salary of R376 626 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An Appropriate B. Degree or equivalent qualification. Demonstrated knowledge of and experience in government procurement administration, tender administration, and warehouse/stores management. Strong leadership and supervisory abilities. Ability to work independently and under pressure.
- DUTIES** : Sub – System Controller (LOGIS): Oversee the maintenance of user profiles. Approve balance adjustments. Approve payments. Monitor the Bids and Contract Management Activities: Conduct information sessions. Assist with the pre – evaluation of proposals. Effectively manage the stores/warehouse functions: Oversee the stock taking process. Ensure timely replenishment of stock. Ensure that journal are passed and monthly reconciliations are done. Overall management of the Acquisition and Logistical Unit: Performance appraisal. Prepare training of schedules, mentoring etc.
- ENQUIRES** : Mr M Jackson, Tel. (012) 336-1189