

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 K Futhane

CLOSING DATE : 25 August 2017 @16:30

NOTE : Applications must be submitted on Z83 form 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 Qualifications 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 to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 32/108 : **SENIOR SUPPLY CHAIN OFFICER: ACQUISITION**
Directorate: Supply Chain Management

SALARY : R281 418 per annum, Level 08

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus a recognised three (3) year diploma/degree in Supply Chain Management or related field or equivalent qualification on NQF level 6, coupled with a minimum of 3 years' experience in Supply Chain Management of which at least 2 years must be in a demand and acquisition management environment. Knowledge of Supply Chain Management policy, PFMA, Treasury Regulations & PPPFA & Preferential Regulation 2017, Treasury Instructions notes, and other applicable policies and guidelines within Supply Chain Management. Excellent working knowledge of bids, implementation of suppliers' database and quotation processes. Experience in the following systems – LOGIS, BAS CSD, e-tender portal. Analytical and innovative thinking. Problem solving, communication, computer, arithmetic, self-management and interpersonal skills.

DUTIES : Ensure the compliance to Central Suppliers Database on procurement of goods and services through quotations and bids; ensure that procurement of goods and services is in accordance with applicable legislations. Assist with the development and implementation of the procurement plan for the department. Administer bids and quotations process of the Presidency. Provide secretariat services to bid committees. Submit weekly and monthly reports. Provide correct & accurate details/information to internal stakeholders. Supervise of subordinates.

ENQUIRIES : Ms M Selomo Tel no: (012) 300-5951