

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Applications must be forwarded to Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria
- FOR ATTENTION** : Ms M. Seketa
- CLOSING DATE** : 22 December 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**OTHER POST**

- POST 49/08** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ACQUISITION AND CONTRACTS MANAGEMENT (CFO04/2017)**
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Total package of R406 314 per annum/conditions apply)  
Pretoria  
A 3-year appropriate Bachelor's degree or National Diploma in Supply Chain Management or equivalent relevant qualification, plus a minimum of 3 years' experience in tenders and contracts administration. Good understanding of Supply Chains Management procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.
- DUTIES** : The successful applicant will be responsible for the following aspects regarding acquisition management: Effective and efficient advertisement of bids and all professional services quotations, prepare bidding documents for collection, administer closing of bid box, accurate recording of bids received, render secretariat services to the Bid Specifications Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC), administration of Service Level Agreements (SLA), manage and monitor departmental and Transversal contracts.
- ENQUIRIES** : Ms G Seshweni (012) 299 9058