

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 Government Avenue, Union Buildings.
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 03 April 2018
- 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 POST**
- POST 11/69** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT**
Directorate: Supply Chain Management
- SALARY** : R334 545 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management or an equivalent on NQF 6. A minimum of five (5) years' experience of which three (3) years should be supervisory level and one (1) year in Demand Management. Knowledge of Supply Chain Management framework; Financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.
- DUTIES** : The successful candidate will be responsible for assisting the department in procurement planning, implementation and control. Facilitating goods and services demand for the Presidency. Establishing procurement plan for Presidency. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analyzing and review of specifications and terms of references for goods and services. Determine procurement method. Record management.
- ENQUIRIES** : Mr K Futhane 012 300 5995