

CENTRE FOR PUBLIC SERVICE AND INNOVATION

It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference.

- APPLICATIONS** : quoting reference number must be addressed to Mr Malesela Matjeke. Applications must be delivered to Centre for Public Service Innovation, Corner Lenchen & Von Willigh Avenue, Corporate 66 Office Park, Block A, Ground Floor, Die Hoewes, Centurion, 0157 or posted to, Postnet Centurion, Suite 404, Private Bag X111, Centurion, 0046
- CLOSING DATE** : 06 April 2018 at 16:00 (Faxed and emailed applications will not be considered).
- 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 all qualification(s) referred to within the CV, certified Identity Document. Proof of citizenship if not RSA citizen, a comprehensive CV, indicating 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. All 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 clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

- POST 12/14** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: CPSI/2018/0002**
- SALARY** : R657 558 per annum (Level 11). Annual progression up to a maximum salary of R774 576 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Centurion
Recognized B. Degree in Business/Public Administration, Economics and/or equivalent qualifications, postgraduate qualification will be an added advantage and at least Four (4) years in Strategic Management experience, of which two (2) years should be management or supervisory level in Strategic Management and lower middle management level. Knowledge of Public Service Policy Framework, Public Service Regularly Framework, Strategic Management policies, practices and procedures, Auditor General Operations and the Office of the Accounting General. Analyse organisational performance and provide strategic inputs. Advanced Computer skills, in particular MS Power Point. Managerial skills required including Strategic thinking, Innovative and Creative thinking, Programme management, financial management, Planning and organizing and Team leadership.
- DUTIES** : Strategic planning, facilitate and compile the departmental targets and compliance process. Compile reports within the Units internally. Manage the Risk and Audit Committee and Executive meetings. Compile and draft the Annual Performance Plan. Compile Parliamentary responses and prepare the presentation of quarterly reports. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willingness to work under pressure, with tight deadlines and long working hours. Ability to communicate, present with external and internal. Good interpersonal skills, analytical skills, initiative and teamwork.
- ENQUIRIES** : Mr Matjeke 012 683 2813
- POST 12/15** : **SUPPLY CHAIN MANAGEMENT OFFICER REF NO: CPSI/2018/0003**
- SALARY** : R226 611 per annum (Level 7). Annual progression up to maximum salary of R266 943 per annum is possible subject to satisfactory performance.
- CENTRE** : Centurion

- REQUIREMENTS** : Recognized three year National Diploma in Supply Chain Management or equivalent qualification at NQF level 6, coupled with 3 to 5 years' experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations; ability to maintain high level of confidentiality, In-depth knowledge of financial systems, Knowledge of Supply Chain Management Strategies, Policies, Procedures and Systems, must have extensive knowledge and experience of LOGIS and Central Supplier Database.
- DUTIES** : The incumbent will assist with the overall management of the unit; implementing the demand plan for financial year; Provide administrative procurement support to all stakeholder; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure proper filing and safe keeping of documents; Capture payments on LOGIS. Verify bank details, correctness of invoices, order receipt voucher and attached documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and perform other duties as delegated by the supervisor; Provide asset management services; capture invoices and asset details on LOGIS system including tagging of new assets. Maintain moveable asset register. Conduct physical verification of assets and investigate discrepancies as required by Treasury. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willingness to work under pressure, Openness and transparent. Ability to communicate, present with external and internal. Good interpersonal skills, initiative and teamwork.
- ENQUIRIES** : Mr Matjeke 012 683 2813