

## DEPARTMENT OF ENERGY

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<b><u>FOR ATTENTION</u></b>	:	Mr. D Mbhokota/ Mr. T Kekana
<b><u>CLOSING DATE</u></b>	:	03 August 2018
<b><u>NOTE</u></b>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

## OTHER POST

<b><u>POST 29/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOGISTICAL SERVICES</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum Level 09
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma/Degree in Business Management, Public Procurement, Management, Public Management, Public Administration, Supply Chain Management or Logistics, Management with a minimum of 3 years' experience in Logistics Management PLUS the following key competencies Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, LOGIS, Thinking Demand: Problem Solving, Creativity, Ability to negotiate, Report Writing Skills: Computer Literacy, Financial, Good verbal and written Communication, Ability to communicate at all levels Personal Attributes: Self-driven, Innovative and Self-confident, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Oversee and ensure compliance (with national and departmental prescripts policies and procedures) the process of purchasing, receiving, storing, issuing and payment of/for goods and services; Assist with the development, maintenance and implementation of departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services; Advice users, suppliers and staff on national and departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services; Compile management report (state/status of purchases, payment and trends); Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms S Nkotswe Tel No: (012) 406 7749