ANNEXURE W

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT
The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS: The Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho 2735 or hand delivered to Provident House Building, University Drive, Mmabatho 2735.

FOR ATTENTION: Ms P.P Setsiba

CLOSING DATE: 08 March 2019 @ 15:30 pm. Application received after the closing date will not be accepted.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be accompanied by a compressive C.V (including full particulars of training, educational qualifications, skills competencies and knowledge). All educational qualification will be verified, and they must be certified copies of the original educational certificates. Certified copy of the identity Documents or National Identity Cards must be attached as well. The date on certified stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, must be done in writing and addressed to the Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or email. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interviews. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The department reserves the rights not to make appointment of position(s). Applicants with foreign qualifications must submit a SAQA Evaluation report on the qualification.

MANAGEMENT ECHELON

POST 06/155: DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: SD/07/14/18
Chief Directorate: Financial Management
Directorate: Supply Chain Management

SALARY: R1 005 063 per annum (Level 13) (An all-inclusive remuneration package)

CENTRE: Provincial Head Office (Mahikeng)

REQUIREMENTS: A Bachelor’s Degree in Commerce/Finance or equivalent qualification in finance. A minimum of 5 years of experience at middle management level within the relevant field. Extensive knowledge of public sector procurement process, rules and regulations. Sound understanding of PFMA, PPPFA. A valid driver’s license. Competencies: Knowledge of services policies, rules and regulations, including the public service act, public service regulations, public finance management act, treasury regulations and other related prescripts. A result driven, customer focused approach with excellent planning, communication and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Computer literacy (MS Word, Excel and PowerPoint) and accounting system (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills, Research and policy formulation.

DUTIES: Ensure sound and strategic supply chain management services and resources in the department. Manage financial logistics, demand and acquisition services for the department. Develop and implement effective systems aimed at improving turnaround time. Comprehensively manage the procurement system of the department (e-procurement/ bas) assist in ensuring compliance with the policies and procure of the department. Ensuring and manage the
development of the monitoring tools to conform to procurement standards and regulations, effectively coordinate year end closure and prepare working paper fill for audit purpose. Work closely with clients and service providers to ensure seamless service delivery, effectively manage monthly reports on accruals and commitment. Ensure and manage effectively and efficiencies SCM contractually obligations of the departments with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Advice Chief Financial Officers (CFO) on all supply chain management matters. Provide management information, statistics and reports to all relevant stakeholders.

ENQUIRIES

: Mr E.P Legoale Tel No: 018 388 2869/2198