ANNEXURE W

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS

The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

FOR ATTENTION

Gadifele Noge

CLOSING DATE

30 April 2019 at 15H30

NOTE

Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. 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 right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

POST 14/135

DEPUTY DIRECTOR (LOGISTICS MANAGEMENT) REF NO: 63/2018/19
Directorate: Supply Chain Management

SALARY

R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, Medical Fund and a Flexible portion in terms of applicable rules. The Successful candidate must enter into a Performance agreement and sign employee Contract.

CENTRE

Head Office – Mahikeng

REQUIREMENTS

Grade 12 plus three (3) year National Diploma or Degree in Supply Chain Management/Logistics/Purchasing/Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. Knowledge: Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Walker/BAS. Skills: Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical/innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline.

DUTIES

Oversee the overall management of the Logistics Management Unit. Approve orders as per departmental financial delegations. Administer and manage the inventory unit. Ensure proper replenishment and issuing of stock/store items.
Establish and maintain effective, efficient and transparent procurement system within the department. Preparation of monthly reports. Ensure timeous submission of payment vouchers to payment unit. Ensure effective and efficient management of 0-9 files for purposes of monitoring open orders. Verify SCM compliance on VA2’s/ Requisitions. Ensure proper implementation of effective and efficient Supply Chain Management procedures and Policies. Prepare responses to internal and external auditors. Staff development and supervision.

ENQUIRIES
: Mr. S. Maduma Tel No: (018) 200 8058

POST 14/136
: ASSISTANT DIRECTOR: BUDGETARY CONTROL REF NO: 64/2018/19
Directorate: Financial Management

SALARY
: R376 596 per annum (Level 09)
CENTRE
: Head Office – Mahikeng
REQUIREMENTS
: Grade 12 Certificate or equivalent plus three(3) years National Diploma/Degree qualification in accounting field coupled with working experience of three(3) to five (5) years minimum experience in the field of Management Accounting of which two(2) years must be at supervisory level. Certificate in BAS should be attached. Knowledge: Knowledge of PFMA, Treasury Regulations and other related legal financial prescripts. Record keeping procedures. Profound knowledge in Government Budgeting. Computer literacy, knowledge of government financial systems (BAS & WALKER). Skills: Ability to operate computer, Problem solving, Communications skills (verbal & written), Conflict Management, Coaching and mentoring, Leadership, Report writing, Organising and planning, Analytical thinking. Valid Drivers’ license. Ability to work under pressure.

DUTIES
: Compile and review monthly and quarterly budget expenditure reports (In Year Monitoring Reports). Consolidation of Medium Term Expenditure Framework budget inputs, Adjustment budgets, annual departmental cash flow for submission to Provincial Treasury. Assist in compilation of Annual Financial Statement. Manage performance of personnel within the Unit.

ENQUIRIES
: Ms Leagiso Motshumi Tel No: (018) 200 8142

POST 14/137
: ASSISTANT DIRECTOR: COMMUTER SUBSIDIES REF NO: 65/2018/19
Directorate: Public Transport Services

SALARY
: R376 596 per annum (Level 09)
CENTRE
: Head Office – Mahikeng
REQUIREMENTS
: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management. Three (3) to five (5) years working experience in Public Transport environment of which two (2) years must be at Supervisory level. Valid driver’s license. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Skills: Planning, organizing, report writing, communication (good written and verbal).Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.

DUTIES
: Administer and manage commuter subsidies and contracts including monitoring. Liaise with commuter subsidies operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and Render oversight functions to the monitoring firms. Verify spreadsheets for commuter services, Manage performance of personnel within the Unit.

ENQUIRIES
: Mr. P. T Mohono Tel No: (018) 200 8086

DEPARTMENT OF FINANCE
The North West Department of Finance 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: should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735

FOR ATTENTION: application must be marked for the attention of: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.

CLOSING DATE: 03 May 2019 at 16H00. Applications should be submitted on time. Applications received after the closing date will not be accepted.

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

POST 14/138: ASSISTANT DIRECTOR: DEPT. ICT
Chief Directorate: Corporate Services
Directorate: Information Management
Sub Directorate: Information Technology Services

SALARY: R376 596 - R443 601 per annum (Level 09)
CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in an Information Technology field (NQF 6). Industry certificates COBIT, ITIL, TOGAF, CRISC would be added advantage. Four (4) years’ experience in the IT System Development environment, of which 1-2 years in Business process modelling and IT Project management related practices. At least 2 years must be on a supervisory level. A valid driver’s license. Knowledge of project management in IT Public Sector, Strong knowledge of application development, architecture, infrastructure and software package development projects. Working knowledge and experience of implementation of CGICTPF. Good working strengths within the technical team to achieve best results. Ability to troubleshoot technical problems and generate reports. Ability to lead and adapt to change. Strong project management skills with focus on delivering under tight timelines with limited resources. Application of project management methodologies; Business processes analysis and modeling. Drafting of ICT plans. Ability to interact with stakeholders at all levels. Experience and proven ability to communicate technical issues to non-technical audience. Ability to communicate innovative ideas and receptive to suggestions. Innovative, Creative, Analytical, Negotiation skills, ability to assess and evaluate information, ability to resolve conflict, decision-making driven, solution driven and paying attention to detail.

DUTIES: Facilitate the management of Information Systems Architecture and ICT related Risks; Ensure ICT projects alignment to Departmental Strategies; Facilitate and contribute to the development of business enabling ICT strategic, implementation & operational plans; Conduct business process planning, monitoring and evaluation; Compile project plans to achieve objectives; Compile project documentation and configuration management for compliance and assurance; Compile and produce benefits tracking documents for continuous improvement; Compile and generate project status to stakeholders (Steering Committee) and facilitate war-rooms session; Assist in management of project issues, risks, scope and escalate contractual challenges; Assist in the development and monitoring of SLAs/MOU/Contracts; Facilitate change management processes; Preparation of project closure reports and filling. Maintain systems configuration and adherence to set standards and policies.
ENQUIRIES: Mr. G. Mohaule Tel No: (018) 388 4393

POST 14/139: ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT
Sub Directorate: Enterprise Risk and Integrity Management
Section: Integrity Management

SALARY: R376 596 - R443 601 per annum (Level 09)
CENTRE: Mmabatho

REQUIREMENTS:
As a minimum a National Diploma or Advanced Certificate in Internal Audit/ Risk Management/ Ethics Management (NQF 6). Four (4) years relevant experience in integrity/ethics management/risk management environment of which two (2) years must be at supervisor level. Knowledge of Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Knowledge of the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Creative and innovative thinking. Ability to work independently and as part of a team. Sound report writing skills. Ability to apply technical/professional knowledge to the immediate work environment and wider environment. Good coordination and facilitation skills.

DUTIES:
Promote the implementation of the Public Service Code of Conduct. Management of Financial disclosure including analysis of results. Management of applications for remunerative work outside the public service, gifts and ethics in the Department. Facilitate the ethics survey and prepare reports accordingly. Perform secretariat functions for the ethics committee. Develop and implement a continuous ethics awareness program for the Department. Facilitate the development of relevant policies and procedure manual on ethics management. Manage human and financial resources.

ENQUIRIES: Mr. V Rampou Tel No: (018) 388 3767

POST 14/140: ASSISTANT DIRECTOR: BUDGET MANAGEMENT (X2 POSTS)
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY: R376 596 - R443 601 per annum (Level 09)
CENTRE: Mmabatho

REQUIREMENTS:
As a minimum a National Diploma or Advanced Certificate Finance/ Economics/ Accounting/ Budget (NQF 6). A BComm Degree will be an added advantage. Four (4) years relevant experience in government budgeting being acquainted with government budgeting & expenditure analysis, cash flow & revenue analysis, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, Treasury Regulations and the Divisions of Revenue Act; Two (2) years must be at supervisory level. A valid driver’s license. Excellent oral and writing skills; strong analytical skill and conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and Powerpoint. Competency in evaluating financial reports with excellent report writing skills.

DUTIES:
Evaluate and report on the budget inputs of departments. Provide financial management support to the departments and public entities in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Monitor and report on the credibility of expenditure items and its categories in line with the economic classifications. Compile monthly and quarterly analysis reports on budgets, expenditures and performance against the approved budget allocations and annual performance plans. Check and verify the monthly and quarterly In-Year Monitoring (IYM) reports on budgets and expenditure of Provincial Departments and Public Entities. Prepare oversight and monitoring reports on all National Conditional Grants received and its corresponding expenditures. Co-ordinate and evaluate the MTEF budgets submissions during the planning phase until the final stage of the MTEF budgets. Support the Manager during Medium Term Expenditure Meetings with relevant information through reports, presentations, etc. Attend to fiscal queries raised by the departments. Contribute to National Treasury information for publication: by verifying numbers
in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications through formatting documents (tables), presentations including charts for analysis. Engage with departments and public entities on the expenditure deviations versus performance. Evaluate virement and shifts submissions from departments and advise accordingly. Ensure that the budget loaded in the financial systems reconciles with the Estimates of Provincial Revenue and Expenditure and the Appropriation Act. Prepare monthly and quarterly performance assessments of provincial departments and public entities' performance information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Participate actively in financial and non-financial departmental sectoral/ provincial meetings.

**ENQUIRIES:**
Ms. N. Mohulatsi or Mr E Abrahams Tel No: (018) 388-3210/ 3709

**POST 14/141:**
**ASSISTANT DIRECTOR: PUBLIC FINANCE (X2 POSTS)**
Chief Directorate: Budget and Public Finance Management
Directorate: Public Finance and Data Management

**SALARY:**
R376 596 - R443 601 per annum (Level 09)

**CENTRE:**
Mmabatho

**REQUIREMENTS:**
As a minimum a National Diploma/ Advanced Certificate in Finance/ Economics/ Accounting/ Budget with a minimum of four (4) years experience in public finance, of which at least two (two) years must be on a supervisory level. Knowledge of government budgeting & expenditure analysis, consolidation of information, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, Treasury Regulations and the Divisions of Revenue Act. A valid driver's license. Effective oral and writing skills; strong analytical skill and conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and Powerpoint. Competency in evaluating financial reports with excellent report writing skills.

**DUTIES:**
Facilitate reporting to National Treasury on revenue and expenditure management. Consolidation of monthly IYM, pre-audited and audited IYM. Verification of information to ensure accurate S32 reporting. Contribute to National Treasury information for publication Coordination of expenditure reports (narrative), monitor and ensure that all spending is in line with priorities. Ensure accurate reporting on financial information within provincial departments as required by the Conditional Grant Framework and Act. Maintain information sources and databases to monitor expenditure. Monitor and report on the implementation of budgets for provincial institutions. Analyse and review PERSAL reports and report on expenditure trends relating to compensation of employees. Analyse policies, directives and agreements relating to compensation of employees and recommend amendments based on trend analysis. Train departments on IYM and other reporting templates.

**ENQUIRIES:**
Ms B Moalosi Tel No: (018) 388-3999

**POST 14/142:**
**ASSISTANT DIRECTOR: DATA MANAGEMENT**
Chief Directorate: Budget and Public Finance Management
Directorate: Public Finance and Data Management

**SALARY:**
R376 596 - R443 601 per annum (Level 09)

**CENTRE:**
Mmabatho

**REQUIREMENTS:**
As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming. Four (4) years working experience in financial modelling, financial data manipulation, models development; financial management and reporting. A minimum of two (2) years experience on a supervisory level. Conversant with PFMA, Treasury Regulations Divisions of Revenue Act and the Budget Process. Effective oral and writing skills; strong analytical skill. Conversant with Vulindlela/ Basic Accounting Systems will be an added advantage. High level computer literacy in Data modeling systems, Microsoft Word, Excel and Powerpoint. Competency in evaluating written reports and report writing skills. Knowledge of Visual Basic, Macros will be added advantage.
DUTIES: Prepare analysis tools to analyse budget inputs and update analysis tools with recent data; Prepare analysis tools and tables for monthly reporting; Assist in development and maintenance of financial and reporting models; Assist with formatting documents (tables) / presentations including inserting tables / charts for analysts; Assist in preparation of tools used during annual MTEC discussions, benchmark/post benchmark engagements; Provide technical support in drafting of annual provincial budget guidelines in line with budget reforms and budget formats; Maintain databases in line with provincial budget reforms and budget formats; Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocation; Consolidation of budget inputs of departments for contribution to the tabling of provincial Estimates of Provincial Revenue and Expenditure and the Appropriation Act; Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes; Maintain and ensure proper managements of financial records.

ENQUIRIES: Ms B Moalosi Tel No: (018) 388-3999

POST 14/143: ENTERPRISE RISK MANAGEMENT PRACTITIONER
Chief Directorate: Corporate Services
Sub Directorate: Enterprise Risk and Integrity Management
Section: Enterprise Risk

SALARY: R316 791 - R373 167 per annum (Level 08)
CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing/ Risk Management (NQF 6). Two to three (2-3) years' relevant experience of which one (1) year must be in the field of Enterprise Risk Management. Conversant with Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Conversant with the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. Effective report writing skills. Working knowledge of the MS office suite.

DUTIES: Monitoring, updating and reporting progress on the approved risk management, fraud prevention and whistle blowing implementation plans. Monthly updating of the risk registers on progress made on implementation of risk treatment plans. Verification of portfolio of evidence on the implementation of risk treatment plans. Arrange and facilitate awareness workshops on risk management, fraud prevention and whistle-blowing. Assist in provision of administrative support services to the risk management committee. Perform administrative functions as delegated.

ENQUIRIES: Mr. V Rampou Tel No: (018) 388 3767

POST 14/144: ETHICS OFFICER (X2 POSTS)
Sub Directorate: Enterprise Risk and Integrity Management
Section: Integrity Management

SALARY: R316 791 - R373 167 per annum (Level 08)
CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Internal Audit/ Risk Management/ Ethics Management (NQF 6). Two to three (2-3) years relevant experience of which one (1) year must be in the field of integrity/ethics management/risk management. Conversant with Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Conversant with the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills.

DUTIES: Maintenance of the remunerative work outside the public sector register. Maintenance of the gift policy. Arrange and facilitate awareness workshops on the public sector code of conduct, gifts, financial disclosure and conducting business with an organ of state. Perform administrator functions on the financial disclosure system. Assist in the provision of administrative support services to the ethics committee. Advice staff on ethical matters. Perform administrative functions as delegated.
ENQUIRIES : Mr. V Rampou Tel No: (018) 388 3767

POST 14/145 : SENIOR ADMINISTRATION OFFICER: SCM (X3 POSTS)
Chief Directorate: Provincial SCM
Directorate: SCM Client Support & Strategic Procurement - Bojanala & Kaunda
District Support
Sub-Directorate: SCM Stakeholder Management

SALARY : R316 791 - R373 167 per annum (Level 08)
CENTRE : Rustenburg
REQUIREMENTS : As a minimum Grade 12 with three (3) years experience in Supply Chain Database Administration environment OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advance Procurement Management (NQF 6) with at least at least two to three (2-3) years experience in the Supply Chain Database Administration environment. A tertiary qualification will be an added advantage. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Extensive travelling throughout the Province is anticipated.

DUTIES : Provide training and support to Departmental CSD Users and suppliers. Maintenance of the Supplier Database. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Conduct Community Outreach Programs on government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs.

ENQUIRIES : Ms. Seipati Leshomo Tel No: (018) 388 4226

POST 14/146 : BUDGET ANALYST
Chief Directorate: Budget and Public Finance Management
Directorate: Public Finance & Data Management
Sub-Directorate: Public Finance

SALARY : R316 791 - R373 167 per annum (Level 08)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma/ Advanced Certificate in Finance/ Economics/ Accounting/ Budget with two to three (2-3) years relevant experience in public finance management. Acquainted with budgeting & expenditure analysis, cash flow & revenue analysis, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, Treasury Regulations and the Divisions of Revenue Act. Oral and writing skills; strong analytical skills. Computer literacy in Microsoft Word, Excel and PowerPoint.

DUTIES : Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure through weekly and monthly expenditure analysis. Prepare of reports and presentations. Assist with the analysis and report on financial performance information. Compare year-end IYM with pre-audited and audited AFS. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations.

ENQUIRIES : Ms B Moalosi Tel No: (018) 388-3999
CENTRE: Mmabatho

REQUIREMENTS:
As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming (NQF 6). Two to three (2-3) years relevant experience in data management. Acquainted with financial modelling, financial data manipulation, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, DoRA and Treasury Regulations. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills; strong analytical skill. Conversant with Vulindlela/ Basic Accounting Systems will be an added advantage. Competency in evaluating financial reports.

DUTIES:
Prepare analysis tools to analyse budget inputs. Update analysis tools with recent data. Assist to develop budget tools in line with National treasury’s requirements / guideline. Assist in consolidation of budget inputs of departments. Assist in development and maintenance of models. Pre-loading of budget templates with data. Assist to check and verify if the expenditure items are correctly categorised according to their economic classifications, Assist to provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper managements of financial records.

ENQUIRIES:
Ms B Moalosi Tel No: (018) 388-3999

POST 14/148: SCM OFFICER
Chief Directorate: Financial Management Services
Directorate: Logistics Management

SALARY: R257 508 - R303 339 per annum (Level 07)
CENTRE: Mmabatho

REQUIREMENTS:
As a minimum a Grade 12 with two (2) years relevant experience in SCM, OR a National Diploma/Advance Certificate in SCM/ Logistics Management/ Advance Procurement Management (NQF 6) with one (1) year experience in SCM. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to works independently and in a team and must be able to work under pressure. Must be computer literate in Word and Excel. Must have knowledge of Government prescripts (PFMA and Treasury Regulations).

DUTIES:
Receive and capture requisitions and change orders on the Walker System. Generate purchase orders of suppliers. Keep record of all generated orders. Attend to internal stakeholders and suppliers inquiries. Manage and distribute stationery within the CFO unit.

ENQUIRIES:
Ms. J Mutla Tel No: (018) 388 2582