DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta47@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

CLOSING DATE: 06 September 2019

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 29/01: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 26578/01

SALARY: R376 596 per annum (Level 09)

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Coordinate, review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee, Compile bid documents, Publish tender invitations, Receive and open bid documents. Coordinate, review and update the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, receive, evaluate and adjudicate the expressions of interest, update the database of approved suppliers. Coordinate, review and source quotations from service providers in the database according to the threshold values determined by the National Treasury.

ENQUIRIES: Ms K. Gulston Tel No: (012) 334 0561