THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS
The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION
Mr K Futhane

CLOSING DATE
13 September 2019

NOTE
Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

POST 31/82
ASSISTANT DIRECTOR: DEMAND MANAGEMENT
Directorate: Supply Chain Management
Re-advertisement; applicants who have previously applied are encouraged to re-apply

SALARY
R376 596 per annum

CENTRE
Pretoria

REQUIREMENTS
A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management/ Logistics Management or an equivalent on NQF level 6. A minimum of five (5) years’ experience of which three (3) years should be supervisory level and one (1) year in Demand Management. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGiS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.

DUTIES
The successful candidate will be responsible for assisting the department in procurement planning, implementation and control. Facilitating goods and services demand for the Presidency. Establishing procurement plan for Presidency. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analyzing and review of specifications and terms of references for goods and services. Determine procurement method. Record management.

ENQUIRIES
Ms M Selomo Tel No: (012) 300 5951

POST 31/83
SENIOR ADMINISTRATIVE OFFICER
Office of the Chief Operations Officer

SALARY
R316 791 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS
A National Diploma/Degree or an equivalent qualification on NQF level 6. Minimum of 3 years’ experience in the field of administration support services. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully; Hands-on executive secretarial experience in offering services to the President; Have excellent interpersonal skills; Have excellent organizational and planning skills and ability to work on multiple projects simultaneously; Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and as part of a team and also work well under pressure;
Excellent telephone etiquette; Have project management skills; Have effective oral and written communication skills; Good office management skills; and Be able to handle confidential matters and has integrity and is trustworthy.
Knowledge: Good understanding of protocol and security measures; Good computer knowledge; Good knowledge of travel and subsistence procedures; Good understanding of Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for: handling, tracking and managing correspondence (internal and external) in the Office of the COO. Coordinating and managing requests made in terms of the Promotion of Access to Information Act (PAIA) in the entire organization. Liaising with internal and external stakeholder on matters related to Office of the COO. Coordinating procurement of goods, services and capital equipment on behalf of all managers within the unit. Coordinating events with the COO’s Office. Coordinating audit queries from the external and internal auditors/stakeholders for the Office of the COO. Managing stationary requests and determining appropriate stock level. Creating, maintaining and managing an accessible record keeping system for all documentation. Writing reports, including minutes for meetings, for the Chief Directorate. Assisting Senior Manager as and when required.

ENQUIRIES : Mr J Hlungwani Tel No: (012) 300 5376