

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 : Ms Kefilwe Maubane
CLOSING DATE : 02 October 2020
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 POST

POST 22/151 : **SUPPLY CHAIN OFFICER: ACQUISITION**
 (Contract up to 31 March 2022)
 Directorate: Supply Chain Management

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a three year Degree/National Diploma in Logistics/Supply Chain Management/Public Administration or Management or equivalent qualification on NQF level 6 with a minimum of 1 year experience in Supply Chain Management environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the following key performance areas: Receive and process applications or request from help desk. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit report relating to work done to the supervisor. Attend to quires. Assist with bids when required.

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