

DEPARTMENT OF ENVIRONMENTAL; FORESTRY AND FISHERIES

<u>APPLICATIONS</u>	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Human Resources Management
<u>CLOSING DATE</u>	:	02 November 2020
<u>NOTE</u>	:	Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 24/34</u>	:	<u>DEPUTY DIRECTOR: SCM PERFORMANCE AND COMPLIANCE MONITORING (DEMAND AND ACQUISITIONS MANAGEMENT REF NO: CFO07/2020)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (An all-inclusive annual remuneration package) Pretoria A Bachelors Degree/National Diploma in Logistics or Supply Chain Management or Equivalent relevant qualification. A minimum of 3-5 years' relevant experience required. Knowledge of Acquisition and Contract management, procurement and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the acquisition of services and assets of the department. Knowledge of Government budgeting processes, Financial accounting; Auditing, Forensic Accounting, Risk management and Public Service financial legislative frameworks. Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure.
<u>DUTIES</u>	:	Review all procurement documentation related to the RFP/RFQ process prior to finalizing awards decisions to ensure full compliance with Supply Chain Management legislation and prescripts. Provide procurement guidance, advice and support in the development or preparation of the pre-tender bid documentation to ensure that the pre-tender and post-evaluation processes are executed or managed according to all the required standards, policies and procedures. Review the specifications/Terms of Reference. Review the Bid Evaluation reports, bids documents, proposals, evaluation score sheets and ensure that the inconsistencies are addressed. Ensure detailed documentation and

verification reviews at all stages of supply chain from need identification to need satisfactions. Monitor and report on supplier product quality and performance. Monitor compliance to Supply Chain Policy and Procedures, PFMA and its regulations. Assess the contract management process and conduct spot checks to detect non-compliance for corrective action plans. Review the contractors progress report and ensure that it is in line with the signed service level agreement. Ensure sound corporate governance and improved compliance with Supply Chain Management reporting requirements (Internal and external reporting). Provide quality assurance services on acquisitions and contact management.

ENQUIRIES : Ms L Nesane Tel No: (012) 399 9045

POST 24/35 : **DEPUTY DIRECTOR: PROCUREMENT PERFORMANCE AND COMPLIANCE MONITORING (LOGISTICS, DISPOSAL AND ASSET MANAGEMENT REF NO: CFO08/2020)**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (An all-inclusive annual remuneration package)
 : Pretoria
 : Degree/National Diploma in Logistics or Supply Chain Management or Equivalent relevant qualification. A minimum of 3-5 years' relevant experience required. Knowledge of Logistics Management, Asset and disposal management, procurement and business practices. Ability to establish and manage Logistics and asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the logistical management and assets of the department. Knowledge of Government budgeting processes, Financial accounting; Auditing, Forensic Accounting, Risk management and Public Service financial legislative frameworks. Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure.

DUTIES : Review all procurement documentation related to commitment, accruals, inventory reconciliation, asset register and reconciliation to ensure full compliance with Supply Chain Management legislation and prescripts. Provide procurement guidance, advice and support in the development and preparation of the inputs to the financial statements such as commitments and accruals to ensure that they are accurate and correct. Review all procurement documentation related to the inventories prior to issue of order to ensure full compliance with Supply Chain Management legislation and Inventory Policy. Ensure quality of requisitions and authorized order to ensure that checklist are verified and compliant. Ensure detailed documentation and verification reviews of asset and disposal management. Monitoring compliance to Supply Chain Policy and Procedures, PFMA and its Regulations. Ensure sound corporate governance and improved compliance with Supply Chain Management reporting requirements (Internal and external reporting). Provide quality assurance services on transactions and asset reconciliations.

ENQUIRIES : Ms L Nesane Tel No: (012) 399 9045