

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 03 September 2021 at 12pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV, copies of qualifications (originally certified copies of qualifications will be limited to shortlisted candidates), and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Due to COVID19, all interviews will be held on virtual platforms. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 29/66** : **DEPUTY DIRECTOR: DEMAND AND OPERATIONS MANAGEMENT PROFESSIONAL SERVICES PROCUREMENT (PSP) REF NO: G12/2021**
(Term: 12 Months Fixed-Term Contract)

- SALARY CENTRE REQUIREMENTS** :
- : R733 257 – R863 748 per annum (Level 11), all-inclusive package
 - : Pretoria
 - : A Bachelor's degree or equivalent qualification (NQF Level 7) in Supply Chain Management or Logistics Management. At least 5 years' experience in demand management and/or acquisitions management and/or supply chain operations management. (Preferably a combination of all three). 3 years supply chain experience at supervisory/management level (ASD). Technical Competencies Required: Administrative Operations: This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. General Management: Knowledge of process of planning, directing, organising and controlling people and resources within a unit or a subunit in order to achieve organisational goals. Legislative knowledge: Knowledge of the PFMA, PPPFA and related regulations, directives and practice notes pertaining to supply chain management. Supply chain management: The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services and information to add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes.

DUTIES

: Support the Supply Chain Demand Management function of PSP: Advise on demand management policies, processes and procedures. Assist with strategic sourcing and annual supply chain demand management planning. Monitor and review the demand management activities by: assisting in compiling the procurement management plan; reviewing or advising on specifications for requests for bids (RFBs), proposals (RFPs) and quotations (RFQs); collecting and maintaining good practice examples and templates re specifications for requests for bids (RFBs), proposals (RFPs) and quotations (RFQs); determining whether specifications for the relevant commodity exists, if not, oversee the collection and compile sample specifications/terms of reference. Inform, guide and advise GTAC management, employees and advisors on demand management matters to promote effective sourcing as well as correct and consistent implementation and sound demand management practices: Review audit findings and consult with PSP staff and PSP users/clients on common challenges in the demand management area to identify a proactive approach to addressing these. Make accessible information such as good practice approaches, examples and templates (e.g. on i-drive) that will assist in addressing these common challenges. Arrange briefing sessions of PSP staff and PSP users/clients to address these challenges and/or provide advice on an individual basis. Where required, chair bid specification committees. Provide support with PSP's sourcing and acquisition processes: Assist in improving GTAC's sourcing and acquisition processes, e.g., the way that bid/proposal/quotation documents are compiled and the way that service providers are required to respond to these, by streamlining and standardising these processes and, where possible, by automating these. Where required, assist or guide PSP staff with: (a) Compilation of bid documents and advertisements. (b) Publishing of bid documents. (c) Receipt (closing and opening) of bid documents. (d) Processing of bid documents. Where required, chair bid evaluation and bid adjudication committees. Provide support with PSP sustained agenda (day-to-day operations management) and PSP change agenda (turnaround plan). Assist Chief Director in keeping record of, and overseeing the allocation of, incoming RFBs, RFPs and RFQs. Assist the Chief Director in establishing a seamless PSP value chain and effective processes for managing the end-to-end procurement and contracting processes. Assist the Chief Director to implement the PSP turnaround plan.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442.

APPLICATIONS

: Email: Kaizer.malakoane@gtac.gov.za