

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : quoting the reference number, must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job).
- CLOSING DATE** : 06 April 2020
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance and submit financial disclosure. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes Personal Suitability Checks, which include but are not limited to: security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

- POST 11/21** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DPSA: 08/2020**
- SALARY** : R1 057 326 per annum (Level13). (An all-inclusive remuneration package) Annual progression up to maximum salary of R1 245 495 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structure according to personal needs within a framework
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor degree in Public Administration and/or Logistics Management/Financial Management or equivalent qualification at NQF level 7. Minimum of 5 years managerial experience at middle management level in Supply Chain Management. Sound knowledge of the Public Service legislative framework (Public Administration Management Act, 2014, Public Service Act, 1994, Public Service Regulations, 2016 and PFMA), Knowledge of Supply Chain Management processes, A self-driven individual in a possession of the following skills and competencies: Strategic Capabilities and Leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Policy Development, Policy Compliance Monitoring, Problem Solving and Analysis, People Management and Empowerment, Client and Customer Orientation, Computer literacy, Sound analytical, interpretive and high level of Communication skills (verbal and

written), Excellent organisation skills, Willingness to work under pressure, Ability to find workable solutions while dealing with multiple constituents and conflicting objectives, Willingness to facilitate continuous improvement and Programme and Project Management.

DUTIES

: To monitor the implementation and development of Supply Chain Management Policy and processes in line with legislation and regulations with an emphasis on improved service delivery. Provide advice on policy and regulatory matters of Supply Chain Management. Ensure effective and efficient management of transport within the department. Ensure effective and efficient contract management within the department. To provide proper Assets Management and processes in line with the Assets Management Policy. To take effective and appropriate steps to prevent unauthorised, irregular and fruitless and wasteful expenditure and recommend effective and appropriate action against any official in the service of the department who makes or permits such expenditure.

ENQUIRIES

: Mr. M. Makhura Tel No: (012) 336 1411