

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION : Ms M Thubane / Mr A Tsamai

CLOSING DATE : 19 March 2021

NOTE : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

POST 07/01 : **DEPUTY DIRECTOR (PROCUREMENT): REF NO: DBE/23/2021**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management

SALARY : R869 007 per annum, (All-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Three year relevant (NQF Level 6) post matric qualification or equivalent qualification in Supply Chain Management/ Procurement/ Logistics/ Finance qualification or any related qualification plus a minimum of 4 years' relevant experience at a supervisory/middle managerial level position within Procurement, sound knowledge of Basic Accounting System (BAS) as well LOGIS. Sound knowledge of and understanding of Public Finance Management Act 1999 (Act 1 of 1999) (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework (PPPFA), Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations, Broad Based Black Economic Empowerment Act, State Information Technology Act and the related regulations Computer literate (MS word, Excel & Power Point). Ability to work under pressure. Understanding of government procurement systems and processes, Understanding and interpretation of applicable systems and Central Supplier Database (CSD). A valid driver's license will be an added as an advantage. Required Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organizing and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES : The successful candidate will be responsible for ensuring compliance in terms of Supply Chain Management processes and procedures; Managing and control the acquisition function in relation to goods and services and Assets; Managing and supervising the procurement section, provisioning and transit section, travel and accommodation, cellphone and 3G section, leasing and handling of photocopier

machines account; Overseeing the utilization of the Central supplier Database in the quotation processes; Designing and implementing measures to eliminate fraud and corruption within SCM processes; Providing progress to the end user regarding the submitted requests for goods, services and assets; Advising the Department on SCM Matters, developing, implementing and maintaining policies; Preparing management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes; Responding to and resolve audit queries; Verifying and monitoring of compliance on transactions; Liaising with line managers and suppliers; Preparing and compiling data for quarterly reporting, disclosure notes as well as payment to suppliers within 30 days; Performing any other work as required.

ENQUIRIES : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE : Short listed candidate may be required to undergo a writing test and may be subjected to a security clearance.

POST 07/02 : **CHIEF PROVISIONING ADMINISTRATION OFFICER (PROCUREMENT) REF NO: DBE/17/2021**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Senior Certificate or equivalent qualification, plus two (2) years' experience as Logis System Controller. Qualification in Supply Chain Management, Procurement, Logistics and/or Finance related qualification will be an added advantage, supervisory experience and knowledge of Basic Accounting System (BAS) as well LOGIS SYSCON; Sound knowledge of and understanding of Public Finance Management Act 1999 (Act 1 of 1999) PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act 2005 (Act 5 of 2005) PPPFA) and the related regulations; Computer literate (MS word, Excel & Power Point); Ability to work under pressure; Excellent interpersonal relations and communication skills; A valid driver's license will be an added as an advantage.

DUTIES : The successful candidate will be responsible for managing LOGIS related activities within the unit, Logis System Controller (SYSCON); Liaising with LOGIK CENTRE and attending to all LOGIS related workshops. Attending and assisting with all Logis related challenges within the Unit and liaising with LOGIK CENTRE to resolve them. Coaching and guiding staff on all Logis / CSD related activities, download and providing Logis reports as may be requested; Monitoring and coordinating the logis procurement processes within the unit; Monitoring Logis captured transactions at the warehouse and transit point; Monitoring receipts of invoices from suppliers and from End Users and ensuring that payments to suppliers are made within 30 days; Keeping up to date with Logis compliance and liaising with all relevant stakeholders within and out of the unit. Performing any other duties as requested by managers.

ENQUIRIES : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE : Short listed candidate may be required to undergo a writing test and may be subjected to a security clearance.