

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit online application.
- CLOSING DATE** : 21 May 2021
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Senior Management Pre-entry programme certificate obtained from National School of Government (NSG) is required for all SMS applicants. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/>. The dtic is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 16/26** : **CHIEF DIRECTOR: PROCUREMENT AND PAYMENT MANAGEMENT REF NO: (ODG/PROC& PAY MAN 001)**
 Overview: To provide support the Chief Financial Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. To manage the administration of procurement of goods and services and payments in accordance with the SCM Framework.
- SALARY** : R1 251 183 per annum (Level 14), (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory Requirements: An undergraduate qualification (NQF Level 7) in Accounting, Finance or equivalent. 5 years senior management experience in financial management in the Private and/or Public Sector. B or EB Driver's License. Key Requirements: Experience in creditors' payments and salary administration. Experience administration of transfer payments and incentive schemes claims. Experience in bid Management Service. Experience in supply Chain Management. Experience in financial management policies and procedures as well as implementation of internal controls. Experience in stakeholder management, people and financial management, programme and project management. Communication skills (verbal and written), planning and organising, change management and problem-solving skills. Knowledge and understanding of PFMA, Treasury Regulations, Income Tax Act, AG Act, PPPF Act, Public Service Regulation, Public Service Act. Proficient in MS Office packages.
- DUTIES** : Manage the settlement of all contractual obligations and the payment of all money owing, including inter-governmental claims within the prescribed or agreed period. Ensure that the department complies with any tax, levy, duty, pension and audit commitments required by legislation. Ensure compliance to section 38(1)(j) of the PFMA before transferring funds to an entity within or outside government. Manage Incentives payments in line with incentive guidelines. Manage and monitor the implementation of the Annual Procurement Plan submitted to National Treasury. Ensure management of bids services, including assisting branches with the preparation of the terms of reference, evaluation, adjudication and contract administration of bids including the provision of bid secretariat services. Ensure

the procurement of goods and services in accordance with the SCM Framework. Ensure the management of travel and transport related arrangements in line with the SLAs. Ensure the management and maintenance of the Suppliers database in line with the CIPC database. Proper management of the stores. Manage the review all policies and procedures to ensure alignment to relevant legislation and regulations. Oversee the development, refinement and implementation systems to monitor implementation of relevant laws, regulations, policies and procedures. Develop appropriate mechanisms for reporting non-compliance with and the monitoring of corrective actions taken. Develop and maintain appropriate controls to prevent error, fraud and maladministration. Manage the implementation of adequate monitoring mechanisms to ensure that controls are efficient and effective. Oversee and ensure the implementation of agreed audit recommendations. Develop a mechanism to monitor the implementation of audit recommendations and report on it regularly. Ensure the maintenance of an accurate system of accounting and recording of the financial affairs of the department. Source, develop and provide necessary financial training that may be required by departmental officials.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.