

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria.
- FOR ATTENTION** : Ms K Maubane
- CLOSING DATE** : 09 July 2021
- NOTE** : Applications must be submitted on the improved Z83 form (Employment application form) which must be fully completed and compulsory to be signed and dated, accompanied by certified copies of qualifications, ID as well as a recent updated comprehensive CV with at least names of three (3) referees with current contact details in order to be considered. Certification of all qualifications and ID document must not be older than six (6) months. All qualifications will be verified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and furnish this Department with an evaluation certificate from SAQA. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidates will have to disclose their financial interests. The successful candidates will be required to enter into employment contracts and a performance agreement.

OTHER POSTS

- POST 23/66** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT**
Directorate: Supply Chain Management
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced Diploma in Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management/ Logistics Management OR an equivalent qualification on NQF level 7. 5 years' experience of which three (3) years should be supervisory level and one (1) year in Demand Management. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.
- DUTIES** : The successful candidate will be responsible for assisting the department in procurement planning, implementation and control. Facilitating goods and services demand for the Presidency. Establishing procurement plan for Presidency. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analyzing and review of specifications and terms of references for goods and services. Determine procurement method. Record management.
- ENQUIRIES** : Ms M Selomo, Tel No: (012) 300 5951
- POST 23/67** : **SUPPLY CHAIN OFFICER: ACQUISITION**
Directorate: Supply Chain Management
- SALARY** : R257 508 per annum (level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a three year Degree/National Diploma in Logistics/Supply Chain Management/Public Administration or Management OR equivalent qualification on NQF level 6 with a minimum of 1 year experience in Supply Chain Management environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). The

Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES

: The successful candidate will be responsible for the following key performance areas: Receive and process applications or request from help desk. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit report relating to work done to the supervisor. Attend to quires. Assist with bids and SCM Helpdesk when required.

ENQUIRIES

: Ms M Selomo, Tel No: (012) 300 5951