

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

<b><u>APPLICATIONS</u></b>	:	E-Mail To: <a href="mailto:advertisement19@dpsa.gov.za">advertisement19@dpsa.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	02 August 2021
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver’s license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as and will be required to undergo a security clearance within one month of appointment.

## OTHER POST

<b><u>POST 25/51</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DPSA 19/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11), (An all-inclusive remuneration package) Annual progression up to a maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Senior Certificate on NQF level 4, an appropriate Bachelor Degree qualification in Finance and Accounting studies, Procurement and Business Management studies or related equivalent qualification at NQF level 7. Minimum of 3 years 1st level /middle management (ASD level experience in Supply Chain Management. Five (5) years in Supply Chain Management. Knowledge of Public Service Regulatory Framework Sound understanding of DPSA Strategy. Knowledge of Supply Chain Management policies, practices and procedures. Knowledge of Procurement information management systems. Sound knowledge of Code of Conduct for Supply Chain Management Practitioners. Managerial skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, People Management and Empowerment, Client Orientation and Customer Focus. Generic Skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Interpersonal, Facilitation, Presentation, Report writing, Computer literacy, Numeracy, Literacy, Language, Financial Management, Project Management, Driving, Communication (written and verbal), Statistical analysis, Legal administration, Strategic planning, Motivational, Persuasion and ability to influence, Negotiations. Technical skills: Research and analysis, Policy development, Policy implementation, LOGIS, BAS, IQUAL.
<b><u>DUTIES</u></b>	:	To manage the provision of supply chain management services. Develop, implement and maintain supply chain management policies and procedures in

line with legislation and regulations with an emphasis on improved service delivery. Manage demand for and acquisition of goods and services, logistics management (bid documents, establish SCM structures, serve as a technical advisor to the Sub-Bid & Adjudication Committees) and Manage supplier database. Manage contracts (draft SLAs and provide oversight responsibility for management of contracts) and supplier payment processes. Provide supply chain management advisory and support services in the department. Management, Financial and Compliance Reporting.

**ENQUIRIES**

:

Mr. Michael Jackson Tel No: (012) 336 1189