

## DEPARTMENT OF HUMAN SETTLEMENTS

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : Applications can be forwarded to the National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 20 December 2021 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted with the new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> 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. *SMS posts:* All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POST

- POST 43/14** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**  
**REF NO: DOHS/38/2021**  
Branch: Chief Financial Services  
Chief Directorate: Financial Management  
Directorate: Supply Chain Management
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial environment or other relevant qualification. 3-5 years' relevant experience at Officer/ Practitioner level with at least two (2) years functional experience in Supply Chain Management environment. A valid driver's license. Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage bid committees. Knowledge of Public Service Transformation and management issues. Ability to control and manage the acquisition of goods/ works and services. Ability to develop, interpret and apply supply chain management policies, strategies and legislation. Knowledge and understanding of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its associated Regulations (PPPFA)

Treasury Regulations and other Public Service financial legislative frameworks. Numerical skills and good report writing skills, interpersonal and problem solving skills. Ability to work under pressure with strict deadlines and over time. Computer literacy with proficiency in MS Word, excel and working knowledge of LOGIS and BAS.

**DUTIES**

: The successful candidate will perform the following duties: Coordinate (synergize), review and execute the bidding process by providing secretariat services to the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC); compile bid documents, publish tender/ bid invitations, receiving and opening of bid documents. Assist with the obtainment of inputs/ procurement requirements from the Branches for the compilation of the Department's Procurement Plan, assist with the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Assist with the submission of a consolidated Procurement Plan for goods/ works and services with critical delivery dates for approval by the Accounting Officer and its subsequent timeous submission to National Treasury. Undertake supplier performance and the safeguarding of SCM information. Implement SCM policies and National Treasury instruction notes. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES**

: Ms N Nortman Tel No: (012) 444-9115

**NOTE**

: Male candidates and people with disabilities are encouraged to apply.