

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Potential candidates can send their applications to GTAC.Recruit@gtac.gov.za. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 18 February 2022 at 12pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department, a new Z83 that was issued by DPSA in 2021). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV, copies of qualifications (originally certified copies of qualifications will be limited to shortlisted candidates), and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by GTAC. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 04/24** : **ASSISTANT DIRECTOR: PROFESSIONAL SERVICES SOURCING REF NO: G01/2022**
(Term: Permanent)

- SALARY** : R382 245 - R450 255 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree/ qualification at (NQF Level 7) in Supply Chain Management. 5-8 years' experience in Supply Chain Management/Logistic Management and Contract Management or other related and relevant qualification. The candidate must have 3 years supervisory experience in Supply Chain Management is mandatory. Candidate must demonstrate working knowledge of public sector procurement, SCM regulations and systems. Competencies required: Administrative operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organizational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Project management: Knowledge of project management principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work and contractor performance. Legislative Knowledge: Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Supply Chain Management: The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion, and logistics management to provide products, services and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers and customers. It integrates supply and demand management within and across the organisation. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programmes and other applications associated with computers (MSOffice, Internet, email). Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features

or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their point of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation display high standards of ethical conduct and understands the impact of violating these standards on an organisation, self and others, is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle. The term clients refer to both internal and external clients.

DUTIES

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To manage the acquisition of professional services on behalf of GTAC projects. Coordinate and execute the procurement process: Ensure that all relevant documents including the Terms of Reference (TOR), MoA, and Project Charter are provided by business units. Ensure compliance and governance to processes and regulations. Send out request for proposal/ request for quotation using the panel or Central Supplier Database to a list of service providers. Manager receiving, recording and opening of bids. Prepare evaluation sheets, ensure the signing off of declaration of interest and Code of Conduct forms by evaluation bid committee members. Publish tender results on the Government Tender Bulletin and GTAC website. Governance and Performance Management: Support the establishment of internal controls, in compliance with PFMA regulations, and professional services including policies and procedures, business processes, guidelines and templates, risk mitigation strategies, manage and undertake prevention of fraud and abuse of the Supply Chain Management/ procurement system interventions. Contribute to the continuous improvement of the services and processes including attending Treasury workshops to ensure that all legislative and regulatory framework are updated. Contributing to interdepartmental network groups for reference and benchmarking, and knowledge sharing. Effectively manage Internal Procurement Administration: Provide procurement support and secretariat functions to all bid committees (Bid Specification, Bid Evaluation and Bid Adjudication committee) including: arranging the venue and sending out meeting plan to the relevant bid committee, prepare all the relevant documents including packs for the Bid Committee Meetings, minute taking and ensure correctness of all documentation, consolidate and prepare summary reports, procurement file up-to-date and safe keeping of documents. Assess the results of the research on market, interprets and develops proposals for procurement methodology. Attend to all telephonic and email queries within the Professional Services Procurement Unit. Reporting System: Prepare and consolidate weekly and monthly reports. Record keeping of documents on I-Drive and physical files. Supplier Relationship Management: Negotiate rates with service providers and proposing rates that align with the DPSA circular. Do follow-ups with service providers. Provide supplier briefing session and supplier debriefing/feedback. Provide platform for research and benchmark in accordance with Professional Services Procurement policies and procedures, the PFMA and Treasury Regulations including the Government's broader policy focus. Client Orientation and Customer Focus: Providing an efficient and effective feedback to external and internal clients by advising them in accordance with procurement regulations.

ENQUIRIES

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Kaizer Malakoane Tel No: (012) 315 5442. Email: Kaizer.malakoane@gtac.gov.za

POST 04/25 : **SENIOR SUPPLY CHAIN PRACTITIONER PROFESSIONAL SERVICE SOURCING AND ACQUISITION REF NO: G02/2022**
(Term: Permanent)

SALARY : R321 543 – R378 765 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A National Diploma (NQF Level 6) in Supply Chain Management and Logistics Management or other related qualification. A minimum of 3-5 years' experience in Supply Chain Management or Procurement. Knowledge of public sector procurement and SCM regulations and systems is mandatory. Experience in the public service shall be an added advantage. Competencies Required: Administrative operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organizational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Project management: Knowledge of project management principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work and contractor performance. Legislative Knowledge: Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Supply Chain Management: The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion, and logistics management to provide products, services and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers and customers. It integrates supply and demand management within and across the organisation. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programmes and other applications associated with computers (MSOffice, Internet, email). Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation display high standards of ethical conduct and understands the impact of violating these standards on an organisation, self and others, are trustworthy.

DUTIES : To source and procure professional services on behalf of Government Technical Advisory Centre projects. GTAC Professional service provider panel registers administration: Implement and administer the Professional Services Procurement (PSP) document management and filling plan. Assist with the implementation and compliance to PSP frameworks and internal controls including supporting capacity building workshops for GTAC project managers. Supporting professional services sourcing and acquisition audits and implementing findings. Assist with the continuous improvement of the PSP services and processes including supporting evaluation of PSP services against stakeholder and business needs. Attending Treasury workshops on changes of legislative and regulatory frameworks for demand management. Participating in interdepartmental network groups for reference and benchmarking and knowledge sharing. Enhanced Professional services provider sourcing: Evaluate specification for long-term, multi-project professional service providers. Long-term, single-project professional service providers. Short-term, single-project professional service providers. Assist with the sourcing of professional service providers including preparing request for proposals (RFPs), preparing request for quotations (RFQs), conducting panel searches, distributing and advertising RFPs/RFQs on E-tender portal, GTAC website and

Government Tender Bulletin in line with National Treasury prescripts. Receiving, recording and opening of bids. Process professional service provider proposals including logging receipt and compliance checking proposals, assisting with the preparation and submission of proposals to bid evaluation committee (BEC) or BSC, assisting with the preparation and submission of shortlisted proposals to bid adjudication committee (BAC). Implement Professional Services Provider Acquisition: Assist with the administration of the GTAC bid committees functions and bid evaluation and adjudication processes. Provide secretariat services to bid committee including scheduling meetings and arrange venue, preparing and distributing documentation, taking minutes, capturing of individual scoresheets and consolidate excel spreadsheets. Prepare and distribute notifications to non-successful bidders. Consolidate and submit bid documentation. Track, administer, file and maintain all bid documents for auditing purposes including bid specifications, provider proposals and related documentation, bid committee documents including bid evaluation and adjudication decisions and award notes. PSP Acquisition Information management and reporting: Assist with the administration of PSP Acquisition information and data including the: inputting of information and baseline data, maintenance, and security of records. Assist with the preparation and supply of PSP Acquisition information and documents for compliance checking and auditing purposes.

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