

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 with disabilities are encouraged to apply. 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.
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 27 May 2022
- NOTE** : Applications must quote the reference/post number and submit a fully completed signed and dated NEW Z83 form, which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". A recent updated comprehensive CV with at least names of three (3) referees with current contact details and e-mail addresses; copies of ID, Matric and highest qualifications should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Failure to submit the requested documents will result in your application not being considered. 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. All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records and qualification verification to determine the suitability of a person for employment. The successful candidates will be required to enter into employment contracts and a performance agreement within 3 months of appointment and will have to disclose their financial interests.

OTHER POSTS

- POST 17/195** : **REMUNERATION SPECIALIST**
Directorate: Independent Commission for the Remuneration of Public Office Bearers
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor's Degree/ Advanced Diploma OR equivalent qualification on NQF level 7. A Professional Certification in Global Remuneration Practice (GRP) will add as advantage. A minimum of 3-5 years' experience in HRM, remuneration and benefits analysis environment, in one of the following institutions: Government, National Parliament / Legislature, Judiciary, Constitutional Institution and Traditional Leadership structures in South Africa; and at least 3 years should be at middle management services. Exposure to statistical data analysis and interpretation, good knowledge of the applicable legislations framework and sound understanding and application of job evaluation principles. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques.
- DUTIES** : Provide remuneration research, administration and reporting support to the Head of Secretariat of the Independent Commission for the Remuneration of Public Office Bearers (Commission) with regards to specified public office. Conduct research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant position:

authorities, judiciary and traditional leadership structure. Monitor and review all processes relating to remuneration of relevant office bearers. Report to and advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stakeholders in the relevant institution with regard to remuneration issues, Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the commission with regard to specified public office bearer positions in different spheres of government. Prepare submissions in respect of remuneration within the relevant institutions.

ENQUIRIES : Mr. K Futhane Tel No: (012) 300 5995

POST 17/196 : **ASSISTANT DIRECTOR: VETTING INVESTIGATION (X2 POSTS)**
 Directorate: Internal Security
 Job Purpose: Conducting vetting field-work investigations in line with the prescripts.

SALARY : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's Degree in Social Sciences OR equivalent qualification on NQF level 7. A minimum of (three) 3 to five (5) years' investigation experience. A valid driver's licence. Short courses in the following areas, analysis, conflict management, listening and interviewing skills. Skills and competencies: Problem solving and analysis, decision making, team leadership, analytical skills, self-management, customer focus and responsiveness, creativity, communication skills, computer skills, delegation and development of others, planning, organising and execution, ability to manage conflict, diplomacy, language proficiency, listening skills, insight and report writing skills.

DUTIES Conducting vetting field-work investigations i.e. gather relevant information, conducting proper analysis and quality check on the information, compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis and conducting vetting investigations in respect of secret and top secret levels; 2. Provide inputs for the development, implementation of policies, guidelines, norms and standards in vetting investigations i.e analyse, research and evaluate all vetting related information, assist in development, implementation and maintenance of investigation operating procedures, provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the National Intelligence Agency (NIA) and other related agencies i.e Liaise regularly with NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information, establish and promote relationships with external stakeholders, including credit information providers to access information. Administer files and partake in task teams dealing with matters related to vetting projects/processes i.e participation in projects and task teams dealing with a variety of subject areas, administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated, advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines and conduct vetting and security related research and development.

ENQUIRIES : Ms. L Mphahlele Tel No: (012) 300 5865

POST 17/197 : **ASSISTANT DIRECTOR: ACQUISITIONS**
 Directorate: Supply Chain Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus Bachelor's Degree/Advanced Diploma in Supply Chain Management/Public Administration or Management or equivalent qualification (NQF level 7). A minimum of 5 years' experience in Supply Chain Management environment with 3 years at supervisory level (level 8) in Acquisition Management. Competencies: Computer skills, strong communication skills at all levels, both oral and writing; excellent report writing skills, strong managerial skills, 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). Central Supplier Database , 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: Liaise with ASD: Demand Management and end-users in coordinating the department's Demand and Procurement Plan. Ensure that the department procure needs in line with Demand and procurement plan. Liaise with end-users and suppliers/service providers on request for goods and services. Ensure administration of procurement (from specification/terms of reference approval to publication of awards) is in line with applicable legislations. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Prepare bid documents in terms of approved specifications/terms of references; publish invitations to bids; receiving and opening of bid documents; coordinate bid committee meetings; and preparing and publishing awards. Liaise all stakeholders regarding procurement requirements (i.e. end-users, suppliers/service providers, other government institutions). Ensure adherence to the timeframes as indicated in the process flow by divisions. Ensure a proper record management for both quotes and bids proceedings. Authorization of request for quotations (RFQ). Ensure that request is pre audited and checked for compliance before approval. Advise the on different method of procurement and any other procurement related query. Prepare and submit weekly, monthly and quarterly reports to relevant stakeholders. Supervision of subordinate.

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

POST 17/198 : **SUPPLY CHAIN OFFICER: ACQUISITION (X3 POSTS)**
Directorate: Supply Chain Management
(1-year contract)

SALARY CENTRE : R261 372 per annum (Level 07)
: 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. A minimum of 1-year experience in Supply Chain Management environment. Competencies: Computer skills, 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). Central Supplier Database , 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. Prepare and submit progress report. Assist with bids when required.

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

POST 17/199 : **SUPPLY CHAIN OFFICER: LOG SHEET RECONCILIATION**
Directorate: Supply Chain Management

SALARY CENTRE : R261 372 per annum (Level 07)
: Pretoria

REQUIREMENTS : A Senior Certificate plus a three year National Diploma in Supply Chain Management/ Logistics/ Transport/ Fleet Management or equivalent qualification on NQF level 6 with a minimum of 1 year experience in logistics and transport environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation. Knowledge management: Problem solving and analysis. Program and project management. People management and

- empowerment. Change management. Public Service Regulatory Framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques.
- DUTIES** : The successful candidate will be responsible for the following key performance areas: Analysing of petrol transactions; tracker reports; monthly returns (log book, petrol slips, trip forms and garaging forms) and tracker reports against logbooks. Comparison of kilometers on the log books against tracker reports. Reconciliation of Log sheets and Transit Solution batches. General office duties.
- ENQUIRIES** : Mr C Serutle Tel No: (012) 308 1969
- POST 17/200** : **SUPPLY CHAIN OFFICER: ORDERING**
Directorate: Supply Chain Management
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a three year National Diploma in Supply Chain Management or related field, or equivalent qualification on NQF level 6. A minimum of 1-year experience logistics related experience OR a Senior Certificate with three (3) years' experience in logistics management. Knowledge of Supply Chain Management procedures. Experience in LOGIS. Knowledge of PPPFA, PFMA and Treasury regulations. Good communication skills (written and verbal).
- DUTIES** : The successful candidate will be responsible for the following key performance areas: Check and verify the Acquisition batch by checking the following: Alignment of the quotation to the End-user's specification. Approval of the application of purchase by the responsibility manager. Availability of funds from the cash flow for the acquired goods/services (item code). Confirm the following supplier's information from Central Supplier Database (CSD). Supplier's details aligned to the printed CSD information by Acquisition. Supplier's banking details. Compare the CSD banking information with the Supplier's banking details on LOGIS. Capture the requisition onto the LOGIS. Create the sequential Requisition Number. Capture the Procurement Advice (PA) on store items. Capture the Procurement Advice and link it with the quotation. Sign the Procurement Advice. The system will print the Order Form, Cost Centre Form and Simultaneous receipt (for Transit Unit). Scan the approved order form and send it by means of e-mail to the appointed/preferred Supplier together with the covering letter and their quotation. Carbon copy the end-user on the e-mail for notification purposes. Print the proof that the Order and other relevant documents were sent to the supplier. File the Order Form, PA, Simultaneous Report, Cost Centre Form and correspondence to the supplier to the same Acquisition Batch.
- ENQUIRIES** : Mr Dankie Sindane Tel No: (012) 300 5947