

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** : 29 July 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 on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s 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. 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 26/48** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: DOHS/30/2022**
Branch: Chief Financial Services
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive salary package)
: Pretoria
: Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial Management/ Public Management/ Accounting/ supply Chain Management or equivalent qualification. Relevant 3 – 5 years relevant working experience at entry level management (Assistant Director). A valid driver's license. Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage bid committees. Knowledge or strategic planning and budgeting. 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. Advance skills in financial management and project management, 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. Analytical and numerical skills. 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: Develop and implement demand management framework and strategies. Ensure the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Ensure a consolidated Procurement Plan for goods/ works and services with critical delivery dates and the approval thereof on time and submission to National Treasury Manage the implementation of Central Supplier Database. Facilitate Bid Specification, Bid Evaluation and Bid Adjudication Committee meetings. Review and implement sourcing strategy. Manage and undertake risk management assessments. Manage and undertake prevention of fraud and about of the SCM function. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier's performance. Manage the safeguarding of SCM information. Inform, guide and advice departmental employees on demand management matters to

promote correct implementation and sound demand management practices. Review and manage policies, instruction note and supply chain performance. Monitor and implement SCM Policies and National Treasury instruction notes. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. General management of the sub-directorate: Demand and Acquisition Management and undertake all administrative functions required with regard to financial and human resource administration.

ENQUIRIES

: Mr J Sebola Tel No: (012) 444-9114

NOTE

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