

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 apply online at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. Only online applications will be acceptable.
- CLOSING DATE** : 15 August 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. 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 2 months of the closing date, please regard your application as unsuccessful. Note: GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 28/28** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: G12/2022**
(Term: Permanent)
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08), plus 37% in lieu of benefits
: Pretoria
: A relevant (NQF Level 7) qualification in Supply Chain Management or related field. A minimum of 3 years' experience in procurement, demand management and business administration; experience in acquisition of computer office equipment and Knowledge of public procurement regulations in government will be requirement. Experience in the public service is an added advantage. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The 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. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, 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, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational 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. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Legislative knowledge: Knowledge of the Public Finance Management Act, all Preferential Procurement Policies and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Resources Planning: Knowledge of the Public Finance Management Act, all Preferential Procurement Policies 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.

DUTIES

: To coordinate, review, undertake and render a logistical service through the requisition of goods and services, the receipt, distribution, stock control and preparation of procurement payment for goods and services, Information Communication Technology (ICT) Procurement meetings and Broad-based Black Economic Empowerment (B-BBEE) verification processes. Procurement of Goods: Furniture & fittings, Equipment, Computer Licenses and Software: Furniture & fittings, Equipment, Computer Licenses and Software: Identify asset warranties end-date and liaise with Asset Management and inform relevant staff to ensure memos reach the Information Communication Technology (ICT) on time for replacement, prepare computer equipment and computer software and licenses, office equipment and furniture according to the Asset Requirement plan, communicate and liaise with SARS on Tax Compliant (VAT) issues for all overseas software purchases. Ensure that Tax compliant certificates and exemption matters are filed with each procurement pack, Consolidate Local Content purchases (6.2) and send information to Department of Trade Industry (DTI) within specified reporting dates, communicate and liaise with the Office of Civilian Personnel Operations (OCPO) and PSP on deviations, and draft deviation memos for singular source procurement and obtain all relevant signatures. Requisition process of Goods: Prepare the request for quote (RFQ) documentation for relevant computer equipment, computer licenses and software, and furniture and fittings, Check all other goods items are purchased according to specifications, Central Supplier Database (CSD) and according to the latest Preferential Procurement legislation in Government, and liaise with all relevant service providers, Advise Asset Management of all new Preferential Procurement legislation and new policies developed in PSP and National Treasury (NT) Supply Chain Management (SCM), prepare and check packs for the issuing of purchase orders, Update the RFQ Register and report on a monthly basis on all procurement, prepare the packs for approval of invoices and hand over for payment, and proper record keeping on common drives/SharePoint, review each year all business processes and ensure that the Head of Finance sign off on all changes (where necessary). Coordinate and safekeeping and distribution of goods: Receive and check all goods. Ensure serial numbers of ICT goods are captured according to the asset assignment form and signed all relevant forms off for barcoding of the assets by the Team Assistant, handles and resolve any disputes on damaged, incorrect and substandard goods with the Service provider for replacements, liaise with National Treasury Information Technology and Services Providers to ensure faulty and broken equipment is replaced or fixed. Obtain invoices from the Service Providers and prepare for payment Administration of and Secretariat of ICT Procurement Meetings: Set up ICTP Committee meetings, preparation of all relevant documentation for the meetings including attendance registers on MS Teams, drafting of agendas, Minute-taking, and completion of action lists after each meeting, compile the ICTP Reports on a quarterly basis together with Asset

Management, review the Information Collection, Transfer, and Processing (ICTP) Terms of Reference on a yearly basis and inform the Chairperson of any changes with regards to specifications and Preferential Procurement Policy Framework (PPPFF) requirements, ensure that the State Information Technology Agency (SITA) procurement regulations are followed and update the Chairperson on any changes in SITA regulations. Transversal Contracts: Coordinate and evaluate the Transversal Contracts for Office Automation Solutions (photocopiers) for GTAC business units, serve as a Member of the Bid Specification Committee and Bid Evaluation Committee for the transversal term contract facilitated by NT (compulsory every three years). Broad-based Black Economic Empowerment (B-BBEE) Compliance: Complete all gathering files for B-BBEE procurement compliance, liaise with the BBE Commission and the Evaluation Agency on the compliance certification for GTAC, ensure that all business units finalise their gathering files and set up interviews with employees.

ENQUIRIES

: Kaizer Malakoane Tel No: 066 250 7072 Email:
Kaizer.malakoane@gtac.gov.za