

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 15 August 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed 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 comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POST

- POST 28/70** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) REF NO: DPSA 22/2022**
- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma / B. Degree in Business / Management / Commerce Management studies / Supply Chain Management / Public Management or equivalent qualification at NQF level 6 within the above-mentioned fields. Minimum of 3 years' experience in Logistics or Supply Chain Management. Minimum of 3 years at supervisory level in SCM. Knowledge of Public Service Regulatory Framework. Sound understanding of DPSA Strategy. Knowledge of Supply Chain Management Framework. Knowledge of Supply Chain Management Systems. Attributes: Acceptance of responsibility, Quality of work, Reliability, Initiative, Communication, Interpersonal, Flexibility, Team Work Networking and building Bonds. Managerial Skills: Strategic Management, Project Management, Developing others, Planning and Organising and Team Leadership. Generic Skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing and Computer literacy. Technical skills: Research and Analysis, Policy Development, Policy Implementation, LOGIS and BAS.
- DUTIES** : To provide Supply Chain Management and Logistics Services. Participate in the development and implementation of supply chain management policies and procedures. Manage acquisition of goods and services processes (draft bid documents, liaise with suppliers and service providers, maintain supplier database, calculate BEE points). Manage service level agreements, Bid and Contract Administration (contract management) and payment processes. Manage stationery logistics (Scrutinize the request to ensure compliance,

capture information on LOGIS, issue voucher, liaise with suppliers, and reconcile the bin card, journal entry). Provide technical advice on supply chain management operations (advise the Bid Committees on SCM Framework, ensure compliance).

ENQUIRIES

: Mr. Michael Jackson Tel No: (012) 336 1189