

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

*The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : Applications must be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 02 September 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

## MANAGEMENT ECHELON

- POST 31/138** : **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: D SC&AM**  
Re- advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (Level 13), an all-inclusive remuneration package. The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with rules for Senior Management Services (SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Supply Chain Management & Logistics / Procurement / Purchasing or Public Administration as recognised by SAQA. Possess a minimum of 5 years' experience at a middle / senior managerial level within any of the technical related areas of the job (supply chain management, logistics management, demand management, etc). A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>). Have advanced knowledge of the applicable legislative and regulatory framework. Possess in-depth knowledge of the supply chain management model, working knowledge of related transversal systems (Logis, BAS and CSD), sound knowledge of acquisition procedures for competitive bidding, intermediate to advanced knowledge and use of Microsoft word, excel and PowerPoint. Knowledge of MS Project will be an added advantage.
- DUTIES** : Provide support to the CFO and other senior managers with regard to overall compliance with supply chain management acts, regulations, practice and instruction notes, policies and procedures. Maintain effective and efficient Demand Management systems. Maintain effective and efficient Acquisition Management systems. Maintain effective and efficient Stores and Warehouse

services. Maintain effective and efficient Logistics Management systems. Maintain effective and efficient Asset Management services. Ensure timely reporting on relevant supply chain information in line with prescripts and instruction notes and general management.

**ENQUIRIES**

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440

**APPLICATIONS**

: Candidates must submit applications to [recruitment1@dsbd.gov.za](mailto:recruitment1@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:"