

**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.*

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: [applications@presidency.gov.za](mailto:applications@presidency.gov.za) Candidates will be subjected to a security clearance up to the level of "Top Secret".
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 30 September 2022
- NOTE** : Applications must be submitted on the improved Z83 form (Employment application form) which must be fully completed and compulsory to be signed and dated, accompanied by copies of qualifications, ID as well as a recent updated comprehensive CV with at least names of three (3) referees with current contact details in order to be considered. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Copies of qualifications need NOT TO be certified. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. All qualifications will be verified. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Applicants should therefore have proof that they have registered for the Pre-Entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidates will have to disclose their financial interests. The successful candidates will be required to enter into employment contracts and a performance agreement.

**OTHER POSTS**

- POST 35/169** : **SENIOR SUPPLY CHAIN PAYMENT OFFICER: PAYMENTS**  
Directorate: Supply Chain Management
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a National Diploma in Supply Chain Management/ or equivalent NQF 6. A minimum of 2-3 years' experience in Supply Chain Management. Core Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Have proven track record in relationship building and teamwork skills. Have excellent computer skills in a Microsoft Windows environment. Have effective oral and written communication skills. Knowledgeable in various employment policies and practices related to government regulations. Experienced in procurement and payments of goods and services. Have excellent interpersonal and coaching skills. Have skills in database management and record keeping. Have sense of urgency and ability to identify and resolve problems in a timely manner. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Negotiation techniques. Consultation skills. Have well entrenched understanding and application of transversal system, Logis system and Logis integration.

**DUTIES** : The successful candidate will be responsible for the following key performance areas: Receiving of documents with invoices from transit. Verification of documents before payment processing. Verified invoice and order forms to be paid to the correct supplier. Verifying of the SBD forms attached to the batches. Verifying of quotations and tax clearance certificates. Attachment of the cash flow on the batches. Authorizing of the verified bank details on Logis system. Verification of the correctness of the invoice captured. Verifying of the SCOA allocations on the system before pre-authorising the payments. Pre-authorising of payments on Logis integration. Printing and attaching of payment advices to the batches, signed by both capturer and the authorizer before registered and submitted to Finance. Receiving of flights, accommodation, and car hire invoices. Ensure that information on the booking forms (trip forms) correspond with the invoices before processing. Ensure that the booking forms are signed by both the applicant and the supervisor. Ensure that invoices are paid to the supplier within 30 days. Supervision of subordinates. Attending to all payment enquiries from both internal and external clients by providing feedback.

**ENQUIRIES** : Mr Dankie Sindane Tel No: (012) 300 5947

**POST 35/170** : **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 logistics related experience. 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