

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 07 October 2022 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV only with contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Non RSA residents/permanent residents will submit proof only when shortlisted. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) and proof need to be submitted only when shortlisted. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 36/76** : **SENIOR SUPPLY CHAIN OFFICER: LOGIS SYSTEM CONTROLLER REF NO: DMV2022/09-01**
- SALARY** : R321 543 – R378 765 per annum (Level 08), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a NQF 6 (Appropriate National Diploma/Degree) with 4 years' relevant experience of which 2 years' at Supply Chain Officer (SL7) and a Logis Controller Certificate. Knowledge SCM systems e.g. LOGIS, BAS etc. Supply chain management framework in public service. Understanding of quality management principles. Skills: Initiative, Communication, Interpersonal Relations, Flexibility, Team Work, Planning and Execution, Leadership, Delegation and Empowerment, Management / Controlling of Financial Resources, Attention to detail. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.
- DUTIES** : Performing LOGIS System Controller functions. Maintaining of User profiles on LOGIS System (user account management). Registration of new users on the system. Liaise with LOGIK for creation of gatekeeper user IDs, reset passwords, modification of user IDs and User Profiles. Deregistration of LOGIS users and monitoring of user access to the system. Generate monthly, quarterly and annual reports. Download LOGIS reports. LOGIS training coordination. Monitor and control LOGIS processed payments. Verification of payments. Pre-authorisation of valid invoices within the financial delegations. Contract Management. Contract Administration and Monitoring. Monitor and Manage Contractual payments. Supplier performance which include updating of contract register, managing and recording of supplier performance data. Financial Reporting. Monitor and record accruals and commitments relating to contractual payments. Monitor submitted and outstanding invoices according to SLA's.

ENQUIRIES

: Mr Mpho Makhwiting / Mr Ayanda Swartbooi / Ms Lerato Sono Tel No: (012)
765 9454