

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. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Arcadia, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 19 December 2022 at 16h00
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV Only in order to be considered. Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to shortlisted 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. The outcome of this screening will be considered to determine suitability for employment. All applicants are requested NOT to submit copies/attachments/proof/certificates/ID/Driver license/qualifications on application. The Department will request them only when shortlisted. Note for Interns: The internships are based in Pretoria and Cape Town. Candidates must be willing and able to find their own accommodation in Pretoria and Cape Town, considering that they will not earn a salary but only a stipend. The programme is for Unemployed South African graduates/post graduates who are younger than 35 years of age, with a tertiary qualification in one of the fields of study mentioned in a specific advert, who has not been previously employed under any internship programme.

OTHER POSTS

- POST 46/303** : **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) DEVELOPERS (X2 POSTS)**
Directorate: Information Technology
(Contract: 3 years)
(Re-advert)
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a relevant Bachelor's degree in Computer Science or Information Technology or an equivalent qualification /NQF level 7 related qualification. Minimum of 4 years or more relevant experience. Knowledge/ Experience: More than 4 years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Problem solving and analysis. Project management. People management. Monitoring and evaluation methods, tools, and techniques. Fair understanding of project management. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies. Core competencies: Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Client orientation and customer focus. Systems Analysis, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Relational Database concepts and experience in SQL server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills. NET framework, C#. Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills. Problem solving and analysis.
- DUTIES** : Analysis, design and develop business applications based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Evaluate, investigate and apply new technologies to enhance applications and systems within The Presidency and make recommendations to management. Accelerate ICT modernisation project in particular automation of the business process. Develop in-house applications by routing information and correspondence through user-defined rules and actions. Provide technical

expertise and recommendations in assessing new IT software projects and initiatives to support and enhance existing based applications. Maintenance of IT systems in support of strategic, operational, and service delivery objectives. Implement, and upgrade multi-platform Information Technology software systems. Identifying areas for modification in existing systems and applications and subsequently developing these modifications. Integrate, and support of existing business applications. Developing quality assurance procedures and document all work for future reference. Training users. Discuss users' requirements and proposed solutions. Integrate application modules with third-party programs. Perform systems integration testing before launch. Work closely with the IT team to set specifications for new applications. Monitor quality and performance of applications through testing and maintenance.

ENQUIRIES : Mr Tsepo Ramosebi Tel No: (012) 300 5548

POST 46/304 : **ASSISTANT DIRECTOR: ACQUISITIONS**
Directorate: Supply Chain Management
(Re-advert)

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus Bachelor's Degree/Advanced Diploma in Supply Chain Management/Public Administration or Management or equivalent qualification (NQF level 7). A minimum of 5 years' experience in Supply Chain Management environment with 3 years at supervisory level (level 8) in Acquisition Management. Competencies: Computer skills, strong communication skills at all levels, both oral and writing; excellent report writing skills, strong managerial skills, client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). Central Supplier Database , The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the following key performance areas: Liaise with ASD: Demand Management and end-users in coordinating the department's Demand and Procurement Plan. Ensure that the department procure needs in line with Demand and procurement plan. Liaise with end-users and suppliers/service providers on request for goods and services. Ensure administration of procurement (from specification/terms of reference approval to publication of awards) is in line with applicable legislations. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Prepare bid documents in terms of approved specifications/terms of references; publish invitations to bids; receiving and opening of bid documents; coordinate bid committee meetings; and preparing and publishing awards. Liaise all stakeholders regarding procurement requirements (i.e. end-users, suppliers/service providers, other government institutions). Ensure adherence to the timeframes as indicated in the process flow by divisions. Ensure a proper record management for both quotes and bids proceedings. Authorization of request for quotations (RFQ). Ensure that request is pre audited and checked for compliance before approval. Advise the on different method of procurement and any other procurement related query. Prepare and submit weekly, monthly and quarterly reports to relevant stakeholders. Supervision of subordinates.

ENQUIRIES : Ms M Legodi Selomo Tel No: (012) 300 5951

POST 46/305 : **SUPPLY CHAIN OFFICER: SCM HELPDESK**
Directorate: Supply Chain Management
(Contract: 1 year)

SALARY : R269 214 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus a National Diploma/ three year Degree in Logistics/Supply Chain Management/Public Administration or Management or equivalent qualification on NQF level 6. A minimum of 1-year experience in Supply Chain Management performing Demand Management duties.

Competencies: Computer skills, excelling with Microsoft Excel, good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). Central Supplier Database, The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

- DUTIES** : The successful candidate will be responsible for the following key performance areas: Implement departmental demand plan and ensure that submitted request for goods and service are in line with the approved demand plan; Advise the on different method of procurement; Receive and capture requisitions for goods and service. Acknowledge the request and notify the end-user. Analyse the request (specification) and allocate to buyers. Provide feedback on the status of requisitions to end-user. Submit applications for purchase order to ordering unit. Update the requisitions register. Attend to queries and other acquisition matters. Prepare and submit statistics report.
- ENQUIRIES** : Ms M Legodi Selomo Tel No: (012) 300 5951

INTERNSHIP PROGRAMME 2023/2025

OTHER POST

- POST 46/306** : **INTERNSHIP PROGRAMME 2023/2025**
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma; Bachelor's/Honours Degree R6360.20 per month
Master's Degree R7852.08 per month.
- CENTRE REQUIREMENTS** : Pretoria and Cape Town
- : Applicants must be in possession of the following undergraduate or postgraduate qualifications to apply: Social Science/Sociology, B Com Economics, Industrial Engineer, Research / Public Policy / Development studies with Research as a major subject, Degree: Development Studies/ Public Administration / Political Studies / National Diploma: Media Studies/ Communications/ Public Relations/ Creative Writing / Honours/Masters in Economics, Development studies / Statistics / Town and Regional Planning / Diploma/ 1st Degree in Communication or Journalism with a focus on digital communication and social media, National Diploma/ BA Degree/ B-Tech/ Honours or Masters in Public Administration / Business Administration / Public Management, NQF level 6 in Public Management / Records Management, or any other Administration related qualification / National Diploma/ Degree in Public Administration / Management or Business Management, NQF level 6 in Risk Management/ Auditing/Internal Auditing/Social Science or equivalent qualification / Law/LLB, NQF level 6 in Public Management / Public Administration, or any other Administration related qualification / National Diploma or Degree in Financial Accounting / National Diploma in Cost and Management Accounting / Financial Management / Accounting / National Diploma or Degree in Financial Management or Accounting / National Diploma or Degree in Supply Chain Management / Public Administration / Social Sciences / International Relations National Diploma: Information Technology in Software Development / Information Systems / Technical Applications/Web and Application Development or related on NQF level 6, National Diploma: Information in Support/ Technical Applications or related on NQF level 6, Recognised Bachelor's Degree on NQF level 7 in either Occupational Health and Safety/ Environmental / Risk Management/ Security Management or equivalent qualification
- ENQUIRIES** : Ms Kgomotso Ndzaba Tel No: (012) 300 5873