ANNEXURE V

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
FOR ATTENTION	:	Ms K Maubane
CLOSING DATE	:	11 December 2026 (16:30 walk ins and 00:00 on email)
NOTE	:	Applications must include only TWO (2) documents (a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae). Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a Driver' s licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant' s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POSTS

POST 43/190	:	**ASSISTANT DIRECTOR: TRANSPORT & FLEET MANAGEMENT REF NO: ASDTFM/PRES/2026** Directorate: Supply Chain Management
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate plus an appropriate National Diploma/Diploma/Advanced Certificate on NQF level 6 in Supply Chain Management/Logistics/Transport Management. A minimum of 3-4 years' experience in Transport, SCM, and logistics environment. Competencies and knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Financial management. Accounts management.

		Fleet management. Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques.
DUTIES	:	Administering of Senior Transport Officer/ Transport Officers and Drivers. Administering of Bookings (Chauffeur, Car Rental, Driver bookings and Courier services. Management of traffic fines. Management of accidents. Administering of G Fleet/ Europcar/ TWF/ Transit solutions/ XPS and Tracker. General Management: Reconcile of payment, Car wash, Monthly logbooks, Drivers licenses, Staff bus, E Toll and Filing. Ensure the availability of Transport Services for The Presidency at all times. Perform logistics and any SCM administrative duties as directed by management.
ENQUIRIES	:	Mr Dankie Sindane Tel No: (012) 300 5947)
APPLICATIONS	:	NB: Email applications must on the subject line state ONLY the Reference number: ASDTFM/PRES/2026 (with no spaces). EE Target: African Males/Coloured Males/Whites/Coloured Males/White Males and persons with disabilities.
POST 43/191	:	**SENOR SUPPLY CHAIN OFFICER: TRANSIT AND WAREHOUSING Ref NO: SSCO/PRES/2026** Directorate: Supply Chain Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate plus an appropriate National Diploma/Diploma/Advanced Certificate in Supply Chain Management/Logistics Management/Procurement on NQF level 6. A minimum of 3-4 years' experience in the SCM and logistics environment. Competencies and knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Financial management. Problem solving and analysis. Program and project management. People management and empowerment; change management. Public Service Regulatory Framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques.
DUTIES	:	Supervision of the subordinates. Monitor the utilisation of the integration, logistics, and tracking systems in the section. Manage the Transit function, i.e. follow up on all outstanding orders. Ensure that invoices for goods and services are certified in time, as well as ensure reconciliation of commitment reports and that orders are filed. Manage the warehouse; implement and monitor stocktake and inventory stock and other projects and programmes in place. Development of subordinate. Performance of any logistics and SCM administrative duties as directed by management.
ENQUIRIES	:	Dankie Sindane Tel No: (012) 300 5947
APPLICATIONS	:	NB: Email applications must on the subject line state ONLY the Reference number: SSCO/PRES/2026 (with no spaces). EE Target: African Males/Coloured Males/Whites Males/Indians Males and males with disabilities.