

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS:

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms J Masipa/Ms N Monyela.N

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (Certified copies must not be older than 3 months). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

POST:

ASSISTANT DIRECTOR: DEMAND MANAGEMENT AND SCM PERFORMANCE
REF NO: DBE/52/2019

Branch: Finance and Administration

Chief Directorate: Financial Services, Security, and Asset Management, Logistical Services

Directorate: Logistical Services

SALARY:

R470 040 per annum

CENTRE:

Pretoria

REQUIREMENTS:

Three year relevant post matric qualification (NQF level 6) or equivalent qualification in Public Administration; Supply Chain Management, Procurement, Logistics and /or a finance-related; 3 years' experience related to Supply Chain (Bids and Acquisition) and 3 years experience' at supervisory level; Knowledge of PFMA, PPPFA, BBB-EE Act, Treasury Regulations, BAS, SCM prescripts and other applicable legislations; Knowledge of procurement policies and relevant legislation prior to awarding contracts. Skills and Competencies: Communication skills both (verbal and written); Computer literacy Ms. Office, Ms Power Point, Ms Word, Ms Excel; Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and have numeric skills; Good leadership, organisational and problem solving abilities.

DUTIES:

Manage the demand process effectively, including but not limited to-needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis, identifying methods of procurement, identifying Preferential Procurement Policy objectives, Specifications/Terms of Reference. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous reporting on supply chain management information and performance. Provide advice to project managers in reporting on the performance of contracted service providers. Manage contract and quotation register for all awarded contracts. Provide advice on extensions/ expansions and variations of orders/ contracts. Attend to queries related to contracted service providers and facilitate in resolving such queries. Perform any other duties within the Directorate. Establish a filing systems. Staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics.

NOTE:

All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will subjected to a security clearance.

CLOSING DATE:

11 October 2019

ENQUIRIES:

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294