



Assistant Director: Demand Management (CFO03/2017)

Salary: R 334 545 per annum (Total Package of R470 775 per annum)

Centre: Pretoria

Requirements:

- An appropriate 3 year Bachelor's Degree/National Diploma in Logistics/ Supply Chain Management or equivalent relevant qualification.
- A minimum of three years' experience in Supply Chain Management under Demand Management.
- A relevant post graduate qualification will be added advantage, good understanding of Supply Chains Management procedures.
- Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE.
- Knowledge of Database system, Demand Management, acquisition and business practices.
- Ability to maintain Database management systems and controls, Ability to develop, interpret and apply policies, strategies and legislation.
- Ability to control and administer database of the Department.
- Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

Duties:

- Facilitate the implementation of the Departmental Procurement Plans;
- Oversee correct identification and development of sourcing strategies in line with SCM in order ensure economies of scale;
- Assess and verify the demand management plan;
- Administer an effective and Efficient Demand Management;
- Ensure the consolidation of the procurement plans into Demand Management plan in line with strategic plan of the department, Implement Bid Specifications administration, Serve as a technical advisor in the BSC meetings;
- Manage administration of Central Supplier Database;
- Monitor and review chief user's activities on the service provider database;
- Ensure that BEE certificates are properly verified by SANAS accredited agencies;
- Ensuring the validation of tax Clearance Certificate with SARS;
- Maintain the Database's User profiles;
- Ensuring the validation of tax Clearance Certificate with SARS;
- Provide training and Database awareness to the Chief Users

Enquiries: Ms G Seshweni,

Tel +27 (0)12 399 9058

Closing Date: 07 August 2017

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - Correspondence will be limited to successful candidates only.
 - People with Disabilities are encouraged to apply
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - **Applications must be forwarded to:** The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria