Salary: R 733 257 per annum (All - inclusive package)

Centres: Pretoria

Requirements:

- A Bachelor’s Degree/National Diploma in Supply Chain Management or equivalent relevant qualification.
- A minimum of 3 years ‘relevant experience in Supply Chain Management.
- Knowledge of acquisition management, procurement and business practices.
- Ability to establish and manage acquisition management systems and controls.
- Knowledge of strategic planning and budgeting.
- Ability to develop, interpret and apply policies, strategies and legislation.
- Understanding of Government budgeting processes.
- Knowledge of Public Service financial legislative frameworks; Understanding of Financial management; Risk Management; Knowledge and understanding of contract management.

Duties:

- Manage contract administration and receipt of Service Level Agreements (SLA).
- Ensure receipt of vetted contract/SLA for record purposes.
- Ensure extension of contracts is in line with National Treasury practice notes, SCM and Financial delegation.
- Administer contracts in terms of expiry dates.
- Efficient demand management framework.
- Ensure effective acquisition management.
- Ensure compliance with Supply Chain Management prescripts.
- Check and verify approval for outstanding of good / services.
- Ensure timeous advertisement of bids requirements.
- Manage proper recording of bid proposals.
- Manage the administration of supplier database and supplier performance.
All applications must be submitted on a signed Z83 application form (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.

Applications must be forwarded to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, 473 Steve Biko Road, Arcadia, Pretoria.

The National Department of Environmental Forestry and fisheries 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.

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 subjected to a security clearance, the signing of a performance agreement and an employment contract.

All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.

The Department reserves the right not to make an appointment.

No e-mailed, faxed or late applications will be considered.

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

Reviews of Supply Chain Management Policies and external reporting, deviation reporting.

Enquiries: Ms L Nesane Tel No: 012 399 9045

For attention: Human Resource Management.

Closing date: 24 February 2020.