



Deputy Director: Procurement Performance and Compliance Monitoring (Logistics, Disposal and Asset management (CFO08/2020))

Salary: Total package of R 733 257 per annum (terms and conditions apply)

Centres: Pretoria

Requirements:

- Degree/National Diploma in Logistics or Supply Chain Management or Equivalent relevant qualification.
- A minimum of 3-5 years' relevant experience required.
- Knowledge of Logistics Management, Asset and disposal management, procurement and business practices.
- Ability to establish and manage Logistics and asset management systems and controls.
- Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation.
- Knowledge of HR management practices, legal issues, negotiations and dealing with conflict.
- Ability to control and manage the logistical management and assets of the department.
- Knowledge of Government budgeting processes, Financial accounting; Auditing, Forensic Accounting, Risk management and Public Service financial legislative frameworks.
- Programme and Project Management; Financial Management; Change Management; Knowledge Management skills.
- Ability to work under pressure.

Duties:

- Review all procurement documentation related to commitment, accruals, inventory reconciliation, asset register and reconciliation to ensure full compliance with Supply Chain Management legislation and prescripts.
- Provide procurement guidance, advice and support in the development and preparation of the inputs to the financial statements such as commitments and accruals to ensure that they are accurate and correct.
- Review all procurement documentation related to the inventories prior to issue of order to ensure full compliance with Supply Chain Management legislation and Inventory Policy.
- Ensure quality of requisitions and authorized order to ensure that checklist are verified and compliant.

- Ensure detailed documentation and verification reviews of asset and disposal management.
- Monitoring compliance to Supply Chain Policy and Procedures, PFMA and its Regulations.
- Ensure sound corporate governance and improved compliance with Supply Chain Management reporting requirements (Internal and external reporting).
- Provide quality assurance services on transactions and asset reconciliations.

Enquiries: Ms L Nesane Tel: 012 399 9045
For attention: Human Resource Management
Closing date: 2 November 2020.

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- 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 (Matric Certificate must also be attached, ID document, driver's license (all attached documentation must not be older than six (06)months) together with the recent curriculum vitae in order to be considered.
 - **Applications may be forwarded to:** The Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - The National Department of Environment, 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.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, 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.
 - The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract.
 - The department reserves the right not to make an appointment. If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.