



Provisioning Administration Officer (CFO03/2018)

Salary R242 475 per annum (Total Package R365 341)

Centre: Pretoria

Requirements:

- Applicants should be in a possession of a recognized three year National Diploma/ Degree in Purchasing / Logistics/Public Management / Administration plus 2-years' experience in Demand/ Acquisition Management;
- Knowledge of Legislative Frameworks: Constitution of the Republic of SA, PFMA, PPPFA regulation 2017, Treasury Regulations, SCM Practice/Instruction Notes and Circulars, BBBEE act, and other related prescripts;
- Knowledge of Central Supplier Database (CSD);
- Skills and competencies; sound organising and planning, Interpersonal relations, communication (verbal & written skills), job knowledge, flexibility, client focused, team work, Computer skills (Ms Office i.e. Ms Word, Excel, Power Point);
- Applicants must be able to work under pressure and be willing to work extra hours when necessary;
- Independently, team work, initiative, reliability, supervisory skills.

Duties:

- The successful candidate will be responsible for the administration of procurement plan below R500K and reporting, monitor the administration of Central Supplier Database (CSD),
- Ensure rotation of suppliers, conducting needs analysis, sourcing strategy, market and industry analysis, commodity and expenditure analysis;
- Requesting of RFQ/RFP/RFI, receiving, evaluation, calculation and verification of Preference Points of (Price Quotations) in line with the PPPFA regulation 2017;
- Provide secretariat service or support during the Bid Specification Meeting, Contract administration (CRA System of National Treasury website) and service level agreement;
- Update deviation and Contract register on monthly basis;
- Supervise, develop and conduct personnel performance of staff.

Enquiries: Mr. N Mamojele, Tel: (012) 399 9073

Closing Date: 20 August 2018

For Attention: Ms M Seketa

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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) and Driver's License 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.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts
 - **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. No faxed, e-mailed and late applications will be considered.