



Senior Data Base Clerk: Demand Management (CFO05/2019)

Salary R208 584 per annum (Total Package R328 960)

Centre: Pretoria

Requirements:

- Applicants should be in a possession of a Grade 12 certificate plus a minimum of one (1) year experience in supply chain management;
- A recognized three year National Diploma/ Degree in Purchasing / Logistics/Public Management / Administration will be an added advantage;
- 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, 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 and within a team.

Duties:

- The successful candidate will be responsible for the administration of procurement plan below R500K and reporting, Ensure Log2 compliance and correct allocation of B-BBEE points and price, Bid Specifications administration, Source IT Quotations and, ensure rotation of CSD suppliers;
- Requesting of RFQ/RFP/RFI, receiving, evaluation, calculation 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. Manage, develop and conduct own performance.

Enquiries: Mr. K Moeng, Tel: 012 399 9080

For attention: Ms JM van Schalkwyk

Closing date: 27 May 2019

NB – EXTERNAL APPLICANTS ARE ENCOURAGED TO APPLY

- 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.
- 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: 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.