



Senior Provisioning Administration Clerk: Acquisition and Contract Management (CFO07/2019)

Salary R208 584 per annum (Total Package R 328 960 per annum)

Centre: Pretoria

Requirements:

- A Grade 12 certificate plus a minimum of 1 year experience within the Acquisition and Contract Management section or appropriate relevant experience; (Relevant qualifications will be added advantage);
- Excellent understanding of Supply Chain Management, provide administrative support to the unit and ensure that Acquisition and Contract Management operations are maintained in an effective, up to date and accurate manner;
- Sound organizing and planning skills, Ability to work under extreme pressure, Good communication skills; Computer Skills/literate; advanced MS Excel, Broad-Based Black Economic Empowerment Act;
- Ability to interpret PFMA and Treasury regulations. Applicant should be client service oriented.

Duties:

- Administration of acquisition of goods and services less and above R500 000.00 prior to advert of bids;
- Administration of received/closed for bids less and above R500 000.00;
- Administration of Bid Specification, Bid Evaluation and Bid Adjudication committees documents. Administration of contracts (Transversal contracts and Service level Agreements-SLA's).

Enquiries: Mr. S Ngomane, Tel: 012 399 9070

For attention: Ms JM van Schalkwyk

Closing date: 27 May 2019

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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.
 - 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.