



Senior Provisioning Administration Officer: Acquisition and Contracts Management (CFO04/2017)

Salary R281 418 per annum (Total package of R406 314 per annum/conditions apply)

Centre: Pretoria

Requirements:

- A 3-year appropriate Bachelor's degree or National Diploma in Supply Chain Management or equivalent relevant qualification, plus a minimum of 3 years' experience in tenders and contracts administration.
- Good understanding of Supply Chains Management procedures.
- Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

Duties:

- The successful applicant will be responsible for the following aspects regarding acquisition management: Effective and efficient advertisement of bids and all professional services quotations, prepare bidding documents for collection, administer closing of bid box, accurate recording of bids received, render secretariat services to the Bid Specifications Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC), administration of Service Level Agreements (SLA), manage and monitor departmental and Transversal contracts.

Enquiries: Ms G Seshweni (012) 299 9058

Closing date: 22 December 2017

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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.