

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 09 June 2023
- NOTE** : Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and readvertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. Successful candidates will be required to sign a performance agreements with the Department. Candidates will be subjected to a security clearance up to the level of "Top Secret".

OTHER POSTS

- POST 18/104** : **DEPUTY DIRECTOR: INTERNAL SECURITY**
Directorate: Internal Security
- SALARY** : R811 560 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) Five years related Internal Security experience at supervisory responsibilities at Assistant Director level. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.
- DUTIES** : Conceptualise national security policies and directives. Coordinate and monitor the development of an internal security policy and related measures in accordance with the requirements and needs of the Presidency. Manage the

implementation and maintenance of internal security policy and measures. Evaluation of the system regularly to identify and rectify weaknesses. Investigate trespassing of the procedures and act accordingly.
Mr Isaac Photo Tel No: (012) 308 1643

ENQUIRIES

POST 18/105

DEPUTY DIRECTOR: INFORMATION SECURITY
Directorate: Information Security

SALARY CENTRE REQUIREMENTS

R811 560 per annum (Level 11)
Pretoria
An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) Five years related Information Security experience at supervisory responsibilities at Assistant Director level. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.

DUTIES

Manage and support Communications Centre and equipment. Manage Vetting officer and supply stats for each quarter. Custodian for all Crypto equipment and organise the installation thereof. Manage quarterly reports for the unit which includes OHS, physical security, vetting, key custodian and awareness programmes. Manage Security Cluster for events pertaining to Principals. Part of the decision making process in IT security.

ENQUIRIES

Mr Isaac Photo Tel No: (012) 308 1643

POST 18/106

OFFICE MANAGER
Branch: Office of the DDG: Corporate Management

SALARY CENTRE REQUIREMENTS

R811 560 per annum (Level 11)
Pretoria
A Senior Certificate plus an appropriate Bachelor degree or equivalent qualification on NQF level 7 with a minimum of 3-5 years' managerial experience. Competencies: Be professional, highly motivated, initiative, and critical thinker who will be able to gather and analyse information skilfully. Good interpersonal skills. Have excellent computer skills. Have effective oral and written communication skills. Have excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify and resolve problems in a timely manner. Be able to work independently, as part of a team and under pressure. Have project management knowledge and experience, and Confidentiality, Integrity and trust. Knowledge: Problem solving and analysis. Good computer knowledge. Good telephone etiquette. Program and project management. Good knowledge of travel and subsistence procedures. Good office management skills. Public Service Regulatory Framework; and Policy formulation process within Government.

DUTIES

Provide a high level administrative support services to the DDG. Records the engagements of the DDG or Senior Manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements, and Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the DDG. Ensures the safekeeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtains inputs, collates, and compiles reports, e.g progress reports, monthly reports, and management reports. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the DGG. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the DDG and the unit where required. Collects, analyses, and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the DDG. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationery, refreshments etc for the activities of the DDG and the unit. Obtains the necessary signatures on

documents like procurement advice and monthly salary reports. Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collect and compiles all necessary documents for the DDG to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required; and Coordinates logistical arrangements for meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Assists DDG in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alerts DDG of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the DDG and compiles draft memos for this purpose; and Compares the MTEF allocation with the requested budget and informs the DDG of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the DDG. Remains abreast with the procedures and processes that apply in the office of the DDG.

ENQUIRIES : Ms Lucia Mphahlele Tel No: (012) 300 5865

POST 18/107 : **DEPUTY DIRECTOR: IT INFRASTRUCTURE**
Directorate: Information Technology

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: Pretoria
: A Senior Certificate plus an appropriate Bachelor's degree or equivalent qualification (NQF level 7) IT related qualifications. Minimum of 3 to 5 years' experience. Competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management, problem-solving, and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools, and techniques.

DUTIES : The successful candidate will be responsible for the maintenance and support of the Local Area Network (CISCO environment, backbone data and voice infrastructure) and Wide Area Network. Manage the data centres. Maintenance of datacentres infrastructure. Manage the server farms including server operating systems and relevant applications. Manage data storage, backups and restores. Plan, implement and maintain IT infrastructure projects.). Manage SITA VPN and access to transversal systems. Compile network documents, policies, manuals SOP and procedures. Manage specialised infrastructure systems (eg. VMware, EMC storage). Manage Microsoft Infrastructure (such as, Active Directory, Exchange and SCOM). Participate in The Presidency Risk Assessment Office initiatives. Participate in audit activities. Participate in various committees (eg. BSC and BEC). Provide 1, 2 and 3-line support to the Principals. Manage assign work to the infrastructure staff. Willing to travel and work after hours including weekends.

ENQUIRIES : Mr Tsepo Ramosebi Tel No: (012) 300 5548

POST 18/108 : **ASSISTANT DIRECTOR: IT SERVICE DESK**
Directorate: Information Technology

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in IT. A minimum of 3 to 5 years' experience. Experience in supervising and assigning duties to the staff. ITIL certificate will be an advantage. Competencies: communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem-solving and analysis. Program and project management. People management and empowerment. Change management. Public Service Regulatory Framework. Policy formulation process within government. resource allocation, human resource modeling,

		and leadership technique. Monitoring and evaluation methods, tools, and techniques.
<u>DUTIES</u>	:	Develop and implement ICT service procedure manuals and SOP. The provision of a one-point ICT service desk service. Provisioning of user operational/application support service. Communicate with users about the availability of ICT services and provide feedback. Manage Service Desk operations about IT user support. Manage problems and incidents to ensure they are appropriately resolved and investigate root causes to prevent recurrence where possible. Research, evaluate, and identify new technologies/products and make recommendations on the feasibility thereof as part of continuous service improvement. Provide management support for the IT service support operation and in the areas where Change/ Project Management requirements determine this to be appropriate. Manage and assign work to the helpdesk staff. Willing to travel and work after hours including weekends.
<u>ENQUIRIES</u>	:	Mr Tsepo Ramosebi Tel No: 012 300 5548
<u>POST 18/109</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS</u> Directorate: Employee Health and Wellness and Gender Mainstreaming
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of 3-5 years' experience. Three years' appropriate hands-on experience within the public service Employee Health and Wellness (EHW) field. A three year recognized tertiary qualification in Social Work or BA Psychology or Industrial Psychology and a Registration with South African Council for Social Service Professions or Health Professions Council of South Africa will be an added advantage. Process competencies: communication, both oral and writing. Counseling, Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Treasury Regulations. Contract Management and Specifications.
<u>DUTIES</u>	:	The successful candidate will be responsible to Align The Presidency Employee Health and Wellness Programme implementation with the National EH&WP strategy. Coordinate Employee Wellbeing Programme Management. Ensure implementation and compliance on the following EHW policies and standards: Wellness Management, HIV/AIDS and TB Management, Health and Productivity Management, Safety, Health, Environment and Quality Management (SHERQ). Offer psychological support, including diagnostic assessments, short term interventions, referral and follow-up services to staff in The Presidency and immediate family members. Implement preventative and curative programmes aimed at enhancing employee wellbeing and performance. Coordinates, plans, and facilitates health and fitness activities and programs for employees. Market EHW programme and services to increase its visibility using different mediums of communication.
<u>ENQUIRIES</u>	:	Ms Mumsy Maake Tel No: (012) 300 5749
<u>POST 18/110</u>	:	<u>ASSISTANT DIRECTOR: EVENTS MANAGEMENT</u> Directorate: Events Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) Five years applicable experience in the field of events. Process competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also

work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the development and maintenance of an events calendar. Development and coordination of specific events plans. Facilitation of events. Monitoring of services rendered by service providers in respect of quality and cost. Be able to facilitate and manage events of the President, Deputy President, Ministers in the Presidency, Deputy Ministers and Director-General. Rendering of on-site technical support and advice at events. Reporting on the outcome and success of events. Drafting of events management reports. Be willing to travel to other Provinces.

ENQUIRIES : Ms Lydia Kawe Tel No: (012) 300 5254

POST 18/111 : **CATERING MANAGER**
Household: Highstead

SALARY : R424 104 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in Catering Management or related field in Culinary Studies. Minimum of (3-5) years' relevant experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Public Service Regulatory Framework. Monitoring and evaluation methods, tools and techniques. Knowledge of the relevant general public service-wide legislation. Knowledge and understanding of all phases of Protocol and Ceremonial. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of food safety practices and procedures. Knowledge of sanitation practices. Knowledge of basic cooking. Knowledge of food handling procedure. Conformity to health and safety standards.

DUTIES : Lead and manage catering personnel in the preparation, cooking, garnishing and presentation of food. Meet with Household Manager to discuss menus for the Principals, family and guests in the official residence. Determine how food should be presented and create decorative food displays. Collaborate with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal requests and special dietary demands/restrictions. Prepare and serve food and beverages. Set-up tables and chairs in accordance with standards and specifications. Set-up the buffet station and the beverage stations. Provide food and drinks according to event requirements. Advice on type of meals and beverages served and manage the relevant serving personnel. Set the standard for preparation of food and beverages and ensure that the general objectives for Household are achieved. Conduct routine environmental analysis and spot checks. Inspect supplies, equipment and work areas to ensure conformance to established standards. Responsible for all maintenance and maintaining of catering equipment. Inspect and endorse suppliers (i.e. meat supplier's premises) with the assistance of the relevant Role Players (SANDF). Monitor sanitation practices to ensure that employees follow set/prescribed standards and regulations. Check the quality of raw and cooked food products to ensure that standards are met. Oversee catering events and offer culinary instruction and/or demonstrate culinary techniques. Demonstrate new cooking techniques and equipment to staff. Ensure that the kitchen and dining areas are clean at all times. Ensure that all security regulations are followed and adhered to. Jointly ensures that all arrangements for reception, accommodation and comfort of residents and guest are complied with. Meet with Household Manager to discuss menus and special arrangements for the events and functions in the official residence. Contribute in developing events project plan to ensure coordination of catering activities. Arrange seating layout and decorations as per event specifications. Coordinate and monitor events timelines and ensure deadlines are met. Obtain the guests list and make logistical arrangements. Finalise and endorse the event plan and determine each team member roles

and responsibilities. Consult management to ensure adequate staff is on duty for the event. Submit recommendations of deployment plan and support overtime allocation/request. Ensure that logistical arrangement for the team is made. Sample plating. Attend to guest requests and provide expert advice during the event. Ensure Catering Unit adherence to HR/ Financial / Procurement policies and procedures. Coordinate planning, budgeting and purchasing of all the catering operations within the establishment. Responsible to compile monthly catering expenditure reports. Assist with the managing of Household petty cash and accounting. Responsible to check and maintain the catering inventory. Manage stores and track inventory and order new supplies when necessary. Ensure that regular stock taking and proper inventory controls is in place. Liaise and follow up all maintenance requests to the Department of Public Works. Minimize waste through careful usage of food (review log/spoilage log). Keep and manage records of all stock and catering and cleaning equipment in the kitchen / catering area. Compile monthly shift rosters and overtime reports. Manage all administrative activities within the catering area. Ensure Performance Agreements are developed, signed and submitted to Household. Manager and Performance Management Development unit. Conduct performance review for the subordinates. Ensure and manage the correct catering and safety attire for all catering personnel. Manage work allocation and ensure employees are utilized efficiently and effectively. Advise the Household on policy matters related to catering. Mentor staff on the latest instructional methods and recipes. Manage in-service training and development.

ENQUIRIES : Mr Katlego Futhane Tel No: (012) 300 5995

POST 18/112 : **ASSISTANT DIRECTOR: LABOUR RELATIONS AND EMPLOYMENT EQUITY**
Directorate: Human Resource Operations

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree/Advanced Diploma in Human Resource/Labour Relations or equivalent qualification on NQF level 7. A minimum of (3) three years' to (5) Five relevant experience in Human Resource/Employee Relations environment of which 2 years is in a supervisory role. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Labour Relations Act. BCE Act. Treasury Regulations. Contract Management. Specifications.

DUTIES : The successful candidate will be responsible for investigating cases of alleged transgression of employees and make recommendations ,represent the Presidency during disciplinary hearings, assist with development, ensure awareness/development of employees with regard to labour relations matters, represent the Presidency in relevant forums, liaise with employee organisations, assist in ensuring employment equity compliance, ensure keeping of appropriate records and statistics as required by law, ensure effective electronic and manual filing system. Assist with the facilitation of the DBC activities. Execute matters pertaining of statutory requirements e.g. providing information, openness and transparency. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations' cases.

ENQUIRIES : Adv Moloko Mamabolo Tel No: (012) 308 1643

POST 18/113 : **SENIOR ADMINISTRATIVE OFFICER**
Legal & Executive Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma in administration or equivalent qualification (NQF level 6) legal. Minimum of two to three years' experience in the field of

administration support services. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skills. Have excellent organisational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as a part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of working in legal environment. Good computer knowledge especially Microsoft Word, Excel, PowerPoint and Teams. Good knowledge of Procurement, travel and subsistence procedures. Good understanding of Public Service Regulatory Framework. Good knowledge of Budget Cycles and Management of Expenditure.

DUTIES : provide strategic and admin support to the Head of the Legal and Executive Services unit. Provide support to the LES unit Head with day to day coordination of the HR issues of the Unit. Support LES communication and stakeholder management. Coordinate and schedule LES meetings, events workshops etc. coordinate audit queries from the external and internal auditors and or other stakeholders. Manage and administer information and documents for LES. Create, maintain and manage an accessible record keeping system for all documents. Assist in compilation of the contingent liabilities of the Unit.

ENQUIRIES : Mr Katlego Futhane Tel No: (012) 300 5995

POST 18/114 : **SENIOR STATE ACCOUNTANT (EXPENDITURE AND SYSTEMS CONTROL)**
Directorate: Financial Administration

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: A senior Certificate plus an appropriate National Diploma or equivalent qualification (NQF level 6). Minimum of two to three (2-3) years' relevant experience in the field of financial administration. Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Financial management. Problem solving and analysis. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.

DUTIES : The successful candidate will be responsible for the following key performance areas: Maintaining of BAS or SCOA structure for the department. Implement National Treasury guidelines and processes. Maintain BAS and user profiles on the system. Carry out security management in relations to system control services. Log requests with BAS helpdesk and provide feedback to users promptly. Conduct regular training on the BAS system to ensure optimal utilization of the departmental financial system. Receive, records and distribute Sundry and Logis payments from the Directorate. Management of the invoice tracking system. Safekeeping of payments batches. Supervision of staff.

ENQUIRIES : Ms Iza Mohlopi Tel No: (012) 300 5240

POST 18/115 : **CHIEF NETWORK CONTROLLER: IT SECURITY**
Directorate: Information Technology

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: A Senior Certificate plus a National Diploma in Information Technology or equivalent qualification (NQF level 6). A minimum of two (2) to (three) 3 years of relevant experience. Relevant ICT security certificates will be an advantage. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge: problem solving and analysis. Program and project management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools, and techniques.

DUTIES : The successful candidate will be responsible for maintenance and support of ICT security controls e.g antivirus, patches, and Firewalls to ensure maximum ICT security on both servers and clients. Backup and restore of servers. Administer ICT Security infrastructure, fix errors, and escalate when

necessary. Assist with the implementation and testing of network security measures and Disaster Recovery Plan. Plan and Implement ICT Security projects. Ensure update of anti-virus software and Microsoft patches and 3rd party patches on both servers and clients. Support of email security infrastructure. Ensure maximum uptime of network equipment through accurate and early response. Analyse security reports and implement mitigations. Willing to travel and work after hours including weekends.

ENQUIRIES : Mr Tsepo Ramosebi Tel No: 012 300 5548

POST 18/116 : **SUPPLY CHAIN OFFICER: ACQUISITIONS**
Directorate: Supply Chain Management

SALARY : R294 321 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National Diploma or equivalent qualification (NQF level 6) in Logistics/Supply Chain Management/Public Administration or Management. 1-2 year experience in Supply Chain Management Competencies and Knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Organizing and ability to work under pressure. Must have knowledge of SCM procedures and Logis; The Constitution of the Republic of South Africa, Public Financial management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulation 2022, Broad-Based Black Economic Empowerment Act and its code of good practice, and Public Service Regulatory Framework.

DUTIES : Receive and process applications or request from help desk. Request quotations using the database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit stats relating to work done to the supervisor. Attend to queries. Assist with bids when required.

ENQUIRIES : Ms Madira Legodi Selomo Tel No: (012) 300 5951

POST 18/117 : **SUPPLY CHAIN OFFICER: LOGISTICS**
Directorate: Supply Chain Management

SALARY : R294 321 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National Diploma or equivalent qualification (NQF level 6) in Logistics/Supply Chain Management/Public Administration or Management. 1–2-year experience in Supply Chain Management Competencies and Knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Supply Chain Management, Treasury Regulations, PFMA, PPPFA, Public Service Regulatory Framework. Computer literacy including knowledge of IT Transversal System such as BAS and LOGIS.

DUTIES : Receive invoices from suppliers and Transit. Check the invoices and the order to ensure that invoice is for what is ordered. Prepare payment documents and capture such payment into LOGIS system. Prepare payment documents for sundry payments and submit to finance for processing. Keeping records of all payments made. Monthly reconciliation of the creditor's statement. Attend to all payment queries.

ENQUIRIES : Mr Dankie Sindane Tel No: (012) 300 5947