

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE: 06 December 2019

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to competency assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

POST: **SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION MANAGEMENT REF NO: SCMO: AM/11/2019**

SALARY: R257 508 per annum (Salary Level 7)

CENTRE: PUBLIC SERVICE COMMISSION HOUSE, PRETORIA

REQUIREMENTS: Ideal candidate profile: 3 year post school qualification National Diploma/Bachelor's Degree (NQF Level 6/7) in Supply

Chain Management / Logistics Management / Purchasing • At least 2 years' experience in the Supply Chain Management environment must have experience in Bid Administration Specifically secretarial support to the Bid Adjudication Committee (BAC) meetings • Knowledge of regulatory framework relating to Supply Chain Management (e.g. Public Finance Management Act, Treasury regulations, Preferential Procurement Policy Framework Act, B-BBEE Act and Practice notes, etc • Must have experience in LOGIS will be appointed as a LOGIS Sub System Controller. Skills and competencies: Organisational and presentation skills, computer literacy (MS Office Suite), accuracy and attention to detail • Good communication skills (written and verbal) • Knowledge of the Constitutional Values and Principal (CVP's) in Section 195 and the effect of the CVPs on the daily duties of this post • A valid driver's license (with exception of disabled applicants).

KEY PERFORMANCE AREAS: The successful candidate will be responsible for: Acquisition Management Administration of Bid Documents • Compile and prepare documents for the advertisement of bids • Provide administrative support to the Bid Adjudication Committee (BAC) ensure that minutes are captured accurately and recorded • Rendering support to the Bid Evaluation Committee (BEC) • Attend BEC meetings as an observer to guide the members on SCM procedures as outlined in SCM prescripts • Rendering of LOGIS Support, approve internal requisitions, and procurement advices (PA) on LOGIS • Human resource management: co-ordinate, control, monitor and evaluate activities of subordinates • Determine and provide training.

ENQUIRIES: Ms R Sibanda

TEL: 012 352 1291