

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 : 28 June 2019, 15h45.

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 AND LOGISTICS MANAGEMENT REF NO: SCMO: A&L/05/2019**

SALARY : **R316 791.00 per annum (level 8)**

CENTRE : **HEAD OFFICE, PRETORIA**

REQUIREMENTS : A three-year degree / National Diploma in Supply Chain Management / Logistics / Purchasing. At least a minimum of 3

years relevant experience in Supply Chain Management environment • Knowledge of regulatory framework relating to Supply Chain Management. (E.g. PFMA, Treasury Regulations, B-BBEE Act, PPPFA, Practice Notes, etc.) to ensure compliance • Must have an experience in working on LOGIS Skills and Competencies: Supervisory, 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 Principles (CVPs) 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).

DUTIES

Facilitate the preparation of payments for leases and municipal services. Logistics management: Manage the receipt of requisitions and processing of stationery • Ensure payment processing for leases rentals and municipal services within 10 days of the receipt of invoices • Compile inputs for the Interim and Annual Financial Statements (IFS & AFS). Management of contracts • Monitor supplier performance • Rendering of LOGIS Support, Approve requisitions of the LOGIS System on selection RQAT, Linking of quotations for each request on LOGIS System on selection QTMT, Consolidate Procurement Advices into orders by using selection BRCP on the LOGIS System • Human Resources Management: Co-ordinate, control, monitor and evaluate activities of subordinates • Determine and provide training.

ENQUIRIES

: **Ms. Adri Coetzer**

TEL

: **(012) 352 1111**