

CHIEF DIRECTOR: MONITORING AND EVALUATION

OFFICE OF THE DIRECTOR-GENERAL

- Salary: All inclusive salary package of R934 866 per annum (total package to be structured in accordance with the rules of the Senior Management Service)
- Centre: Head Office (Pretoria) ●Ref No.: 2013/38

NOTE: It will be expected of the successful candidate to sign a performance agreement and be subjected to security clearance.

REQUIREMENTS: ●A tertiary qualification in Behavioural and/or Social Sciences or related field ●Training in monitoring and evaluation of data ●Extensive experience related to research, monitoring and evaluation as well as data analysis. **Knowledge:** ●Monitoring and evaluation processes and research methodologies ●Governmental guidelines ●The Skills Development Act ●The Public Finance Management Act ●HR Development ●Statistical analysis ●Policy imperatives ●Administration ●Project management ●Analytical ability ●Report writing ●Policy analysis skills ●Strategic thinking ●Presentation and training skills ●Interpersonal and diplomacy skills ●Database management (programming queries) ●Numeracy, communication and problem solving skills ●Decision making skills ●Motivational skills. **Personal Attributes:** ●Analytical thinking ●Innovative ●Creative ●Solution orientated – ability to design ideas without direction ●Excellent management ability ●Ability to communicate at all levels ●Good interpersonal relationship ●People orientated ●Ability to work well under stressful situations ●Highly motivated.

of Service Level Agreements ●Procurement processes. **Skills:** ●Project management ●Analytical ability ●Report writing ●Policy analysis skills ●Strategic thinking ●Presentation and training skills ●Interpersonal and diplomacy skills ●Database management (programming queries) ●Numeracy, communication and problem solving skills ●Decision making skills ●Motivational skills. **Personal Attributes:** ●Analytical thinking ●Innovative ●Creative ●Solution orientated – ability to design ideas without direction ●Excellent management ability ●Ability to communicate at all levels ●Good interpersonal relationship ●People orientated ●Ability to work well under stressful situations ●Highly motivated.

DUTIES: The effective management of monitoring and evaluation processes: ●Identify the areas of objectives, indicators and monitoring ●Guide the establishment of administration, accounting and monitoring and evaluation systems ●Co-ordinate revision of the project strategy with stakeholders to ensure an updated and shared understanding of the strategy and information needs ●Ensure effective and participatory monitoring and evaluation systems are established ●Negotiate approval for change to the strategy and processes ●Benchmark monitoring and evaluation ●Manage performance monitoring and evaluation systems ●Revise the monitoring and evaluation plan and systems seeking inputs from respective Units ●Ensure detailed specifications are prepared in a timely, objective and transparent manner ●Ensure timely decisions on corrective actions are made and implemented ●Assure that all obligations are adhered to and make efforts to ensure implementation meets project targets ●Ensure planning of and participation in the annual reviews ●Evaluate the impact of the Department's business units ●Provide estimates of the impact for different demographic groups, gender and age ●Develop a system for processes and periodic surveys measuring the impact ●Co-ordinate the Department's mandatory periodic reports of all business units ●Facilitate the commissioning independent evaluation to assess the impact of goods and services delivered by the Department ●Ensure compliance with policies and legislated requirements of accounting ●Provision of management support on monitoring and evaluation ●Manage the budget allocated to the Directorate ●Manage the monitoring and evaluation contracts ●Establish and maintain good working relations with Government and relevant stakeholders ●Engage stakeholders in important external evaluation to ensure an understanding of perceived impacts and problems ●Effective management of the Component- Enter into performance agreements that are linked to the strategic objectives of the Component ●Ensure that personnel conduct is in compliance with the Department's code of conduct ●Establish policies and procedures to direct technical, miscellaneous and administrative functions in the Component ●Perform long-term and short-term financial planning for the Component ●Approve and monitor the expenditure against the budget of the Component.

ENQUIRIES: Mr S.C. Zaba, tel. (012) 406 1544.

DIRECTOR: MONITORING AND EVALUATION

- Salary: All inclusive salary package of R771 306 per annum (total package to be structured in accordance with the rules of the Senior Management Service)
- Centre: Head Office (Pretoria) ●Ref No.: 2013/39

REQUIREMENTS: ●A tertiary qualification in Social Sciences/Statistics or related field ●Extensive experience related to research, monitoring and evaluation as well as data analysis. **Knowledge:** ●Needs analysis ●Research methodology ●Monitoring and evaluation processes ●Multivariate analysis ●Statistical analysis ●Interpretation of data ●System development ●Monitoring and evaluation framework ●Policy interpretation and analysis. **Skills:** ●Project management ●Report writing ●Policy analysis skills ●Strategic thinking ●Presentation and training ●Interpersonal and diplomacy skills ●Database management (programming queries) ●Communication and problem solving skills ●Decision making skills. **Personal Attributes:** ●Analytical thinking ●Innovative ●Creative ●Solution orientated – ability to design ideas ●Good interpersonal relationship ●People orientated ●Ability to work well under stressful situations ●Highly motivated.

DUTIES: Manage the implementation of the Departmental monitoring and evaluation programme: ●Ensure that reporting systems have structured a monitoring and evaluation reporting framework ●Outlining indicators and tools ●Design data monitoring initiatives within the Department ●Lead the continual review and improvement of the monitoring systems and framework ●Establish appropriate systems to ensure that monitoring and evaluation informs the programme implementation and development ●Co-ordinate the implementation of the monitoring and evaluation system ●Facilitate training of Departmental business units and users ●Build the capacity of Senior Managers and Programme Co-ordinators on the implementation of the monitoring and evaluation system ●Ensure that relevant monitoring and evaluation tools are put into place ●Undertake evaluation processes and advice management for the purpose of decision making. **The management of budgetary functions on monitoring and evaluation of the reporting system:** Source and provide budget estimates for the monitoring and evaluation functions ●Ensure that all budgetary functions are executed in accordance with the approved budget and the PFMA ●Prepare monthly financial projections and monitor expenditure on a monthly/quarterly basis ●Conduct needs analysis and provide inputs on the Directorate's annual budget ●Provide regular expenditure reports – monthly/quarterly/annually. Management of staff within the monitoring and evaluation Directorate ●Line-Managers and subordinates within the Directorate ●Enhance stakeholder relations with service providers on M&E related issues ●Undertake performance assessments for staff and submit quarterly and annual reports ●Provide capacity building through training and making necessary resources available. **The provision of overall management support services within the Policy Research, Strategy M & E Branch:** ●Participate in branch management forums and ad hoc committees ●Implement monitoring and evaluation reporting systems within the Department ●Compile and present regular progress reports in line with the structured reporting system - monthly/quarterly/mid-year and end-year reporting ●Facilitate workshops and other related engagements with business units in relation to monitoring and evaluation of the reporting system.

NOTE: It will be expected of the successful candidate to sign a performance agreement and be subjected to security clearance.

ENQUIRIES: Mr S.C. Zaba, tel. (012) 406 1544.

DEPUTY DIRECTOR: SUPPLIER REGISTER

DEMAND AND ACQUISITION MANAGEMENT

- Salary: All inclusive salary package of R587 358 per annum
- Centre: Head Office (Pretoria) ●Ref. No.: 2013/40

REQUIREMENTS: ●A National diploma/degree in Finance, Procurement and Supply Chain Management ●Appropriate equivalent experience in database management or information services background. **Knowledge:** ●Thorough knowledge and understanding of procurement-related legislation ●The Public Finance Management Act ●The Preferential Procurement Policy Framework Act ●CIDB Regulations ●The Framework for Supply Chain Management ●Built Environment Professions Acts (the Council for the Built Environment Act, the Architectural Professions Act, the Landscape Architectural Professions Act, the Engineering Professions Act, the Property Valuation Professions Act, the Project and Construction Management Professions Act and the Quantity Surveying Professions Act) ●The Framework for Minimum Training and Deployment ●Code of Conduct for Supply Chain Management Practitioners ●Treasury Regulations ●The State Information Technology Act ●The Public Service Act ●Public Service Regulations ●Management of databases ●Thorough knowledge and understanding of Government procurement systems and processes ●Understanding of the built environment and property industries ●Financial management and financial systems. **Skills:** ●Good communication (verbal and written) skills ●Analytical, problem identification and solving skills ●Numeracy ●Computer literacy ●General management administration ●Advanced interpersonal and diplomacy skills ●Problem solving decision making skills. **Personal Attributes:** ●Analytical thinking ●High ethical standards ●Ability to conduct business with integrity and in a fair and reasonable manner ●Ability to promote mutual trust and respect ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations ●Ability to communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: Implement, administrate and maintain the Supplier Register: ●Implement according to relevant policies and procedures ●Administer the operation of the Supplier Register ●Co-ordinate the functioning of the system ●Supervise the registration process ●Supervise the internal application of the system. Deliver procurement-related reports ●Provide reports according to specific requirements as requested ●Compile statistics on social programme achievements ●Analyse and report on the impact on Broad Based Black Economic Empowerment and development programmes ●Provide procurement related support and monitor regional interfaces ●Provide on-time assistance to users (internal and external) ●Provide technical support to Regional offices ●Provide advice and a helpdesk facility to applicants ●Provide internal support and advice as required. **Manage administrative aspects related to the section:** ●Administrate the budget and make recommendations with regards to the payment of expenditures ●Administrate employment-related processes.

ENQUIRIES: Ms S. Malebye, tel. (012) 406 1860.

DEPUTY DIRECTOR: BID ADMINISTRATION

SUPPLY CHAIN MANAGEMENT

- Salary: All inclusive salary package of R587 358 per annum
- Centre: Head Office (Pretoria) ●Ref. No.: 2013/41

REQUIREMENTS: ●A National diploma/ degree in Finance or Procurement ●Appropriate procurement administrative experience. **Knowledge:** ●Thorough knowledge and understanding of procurement-related legislation ●The Public Finance Management Act ●The Framework for Supply Chain Management ●The Built Environment Professions Acts (the Council for the Built Environment Act, the Architectural Professions Act, the Landscape Architectural Professions Act, the Engineering Professions Act, the Property Valuation Professions Act, the Project and Construction Management Professions Act and the Quantity Surveying Professions Act) ●The Framework for Minimum Training and Deployment ●Code of Conduct for Supply Chain Management Practitioners ●Treasury Regulations ●The Preferential Procurement Policy Framework Act and Regulations ●The State Information Technology Act ●The Public Service Act ●Public Service Regulations ●The CIDB Act and Regulations ●Management of databases ●Thorough knowledge and understanding of Government procurement systems and processes ●Understanding of the built environment and property industries ●Monitoring and evaluation processes and systems. **Skills:** ●Advanced verbal communication and report writing skills ●Computer literacy ●Numeracy ●Advanced interpersonal and diplomacy skills ●Problem solving and decision making skills ●Statistical skills. **Personal Attributes:** ●Analytical thinking ●High ethical standards ●Ability to conduct business with integrity and in a fair and reasonable manner ●Ability to promote mutual trust and respect ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations and communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: Support procurement processes by providing advice regarding: ●Appropriate methods and criteria for procurement ●The best selection methods for services requested ●The most appropriate scoring models. **Administrate procurement processes:** ●Provide support regarding each stage of procurement processes ●Render secretariat services to the Head Office Bid Committee ●Process; verify and validate the quality and compliance of submissions to the Bid Committee ●Ensure administrative compliance to the responsiveness criteria ●Identify and manage risks in procurement processes ●Manage the Head Office's bidding process as well provide guidance and support to Regional Offices ●Issue letters of acceptance for bids awarded ●Monitor and report abuses of the supply chain management system or fraudulent activities ●Co-ordinate disclosures of interest/confidentiality in all bidding processes ●Manage funds generated through the sale of bids. **Manage procurement-related information:** ●Maintain and manage a record of non-performance of suppliers ●Provide related statistics ●Provide related reports and facilitate proper bid document management.

ENQUIRIES: Mr T. Tladi, tel. (012) 406 1864.

DEPUTY DIRECTOR: QUOTATION ADMINISTRATION

(12 month renewable contract)

DEMAND AND ACQUISITION MANAGEMENT

- Salary: All inclusive salary package of R495 603 per annum
- Centre: Head Office (Pretoria) ●Ref. No. 2013/42

REQUIREMENTS: ●A National diploma/degree in the field of Finance or Procurement ●Appropriate experience in strategic sourcing management ●Experience in strategic sourcing with knowledge of: commodity specialisation; practical concepts approach; growth and portfolio theory and market assessments; implementation and management of monitoring and evaluation systems; and reporting; the provision of management information on the basis thereof. **Knowledge:** ●Thorough knowledge and understanding of procurement-related legislation ●The Public Finance Management Act ●The Preferential Procurement Policy Framework Act ●CIDB Regulations ●The Framework for Supply Chain Management ●The Framework for Minimum Training and Deployment ●Code of Conduct for Supply Chain Management Practitioners ●Treasury Regulations ●The State Information Technology Act ●The Public Service Act ●Public Service Regulations. **Skills:** ●Good communication (verbal and written) skills ●Basic numeracy ●Advanced interpersonal and diplomacy skills ●Problem solving skills ●Decision making and statistical skills. **Personal Attributes:** ●Analytical thinking ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations and communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Trustworthy ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: The management of monitoring and evaluation of quotation processes: ●Manage and monitor all quotation administration transactions ●Co-ordinate the capturing of quotations requests ●Manage responses as well as evaluate and adjudicate on the Proquote system. **Ensure records and document management:** ●Co-ordinate call out services on terms of emergency delegations as well as maintain the database ●Ensure quotation documents comply with standard operating procedures ●Conduct administrative responsive evaluation of quotations of other procurement Managers ●Data capture tenders and quotations on the procurement tool kit ●The provision of advice and secretarial support services to Bid Specification and Evaluation Committees ●Attend and ensure that SCM prescripts and processes are complied with in line with the procurement strategy ●Render advice during the tender/bid briefing sessions ●Check the bids and quotations administrative responsiveness criteria ●Keep records of all minutes and monitor validity of closed tenders ●Compile monthly reports on tenders evaluated ●Open envelopes after closing dates for tenders ●Conduct site visits to brief potential bidders ●Chair the bid evaluation committees ●Do scoring of all responsive bids ●Validate the original tax clearance certificate with SARS Call Centre ●Check the prohibition status of the recommended company and its Directors with the National Treasury ●Check the company status on CIPRO website (trading status and ownership) ●Perform supervisory duties.

ENQUIRIES: Ms S. Malebye, tel. (012) 406 1860.

ASSISTANT DIRECTOR: SUPPLIER REGISTER

DEMAND AND ACQUISITION MANAGEMENT

- Salary: Salary notch R314 709 per annum ●Centre: Head Office (Pretoria) ●Ref. No.: 2013/43

REQUIREMENTS: ●A tertiary qualification in Finance or Procurement and Supply Chain Management ●Appropriate experience in database management or information services background. **Knowledge:** ●Thorough knowledge and understanding of procurement-related legislation ●The Public Finance Management Act ●The Preferential Procurement Policy Framework Act ●CIDB Regulations ●The Built Environment Professions Acts: Framework for Minimum Training and Deployment ●Code of Conduct for Supply Chain Management Practitioners ●Treasury Regulations ●The State Information Technology Act ●The Public Service Act ●Public Service Regulations ●Management of databases ●Thorough knowledge and understanding of Government procurement systems and processes ●Understanding of the Built environment and property Industries ●Financial management and financial systems. **Skills:** ●Good communication (verbal and written) skills ●Analytical, problem identification and solving skills ●Numeracy ●Computer literacy ●General management administration ●Advanced interpersonal and diplomacy skills ●Problem solving skills and decision making skills. **Personal Attributes:** ●Analytical thinking ●High ethical standards ●Ability to conduct business with integrity and in a fair and reasonable manner ●Ability to promote mutual trust and respect ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations ●Ability to communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: Supervise the maintenance, implementation and operation of the Supplier Register: ●Implement Supplier Registration according to relevant policies and procedures ●Assist in the administration and operation of the Supplier Register ●Co-ordinate the functioning of the computer system ●Supervise the registration process. **The delivery of procurement-related reports:** ●Support and monitor Regional offices on the Consultant Roster appointments ●Monitor updates of Consultants on the Works Control System ●Provide on-time assistance to key internal and external clients (suppliers, consultants, internal users and management) ●Provide advice and a helpdesk facility to applicants ●The provision of assistance in procurement-related support ●Support and monitor Regional offices on the Consultant Roster appointments ●Monitor updates of Consultants on the Works Control System. **The management support of administrative aspects related to the Section:** ●Assist in the administration of the budget and make recommendations with regards to the payment of expenditures ●Supervise staff and employment related-processes.

ENQUIRIES: Ms S. Malebye, tel. (012) 406 1860.

ASSISTANT DIRECTOR: PROCUREMENT SUPPORT

SUPPLY CHAIN MANAGEMENT

- Salary Notch: R252 144 per annum ●Centre: Head Office (Pretoria) ●Ref. No.: 2013/44

REQUIREMENTS: ●A tertiary qualification in Finance and/or Procurement ●Experience in database management or an information services background. **Knowledge:** ●Thorough knowledge and understanding of Government procurement systems and relevant legislation ●Supply chain management ●Construction related legislation and regulations (the CIDB Act/Regulations) ●Management of databases ●Built environment industry ●Monitoring and evaluation theory and methodology ●Monitoring and evaluation systems, policy development and monitoring. **Skills:** ●Good communication (verbal and written) skills ●Advanced interpersonal and diplomacy skills ●Problem solving and decision making skills ●Numeracy and statistical skills. **Personal Attributes:** ●Analytical thinking ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations and communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Trustworthy ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: Monitor and evaluate procurement processes: ●Determine the effectiveness of the implementation of the Supply Chain Management system ●Receive and check scope of work for the appointment of suppliers ●Advise and monitor the application of appropriate preference methods ●Provide quality checks on submissions to Bid Committee processes ●Identify training needs on procurement ●Provide management reports. **Provide support to procurement processes:** ●Advise Project Managers on appropriate procurement methods ●Advise Project Managers on the appropriate evaluation criteria regarding selection processes ●Administer bidding processes ●Provide guidance and support at Head Office and Regional levels regarding each stage of procurement processes ●Ensure that appropriate information systems are updated at each stage of procurement processes ●Develop and implement periodic training programmes related to the SCM system ●Develop and maintain appropriate levels of delegation related to procurement processes ●Provide support in the developing, reviewing, facilitation, implementation and monitoring of SCM policies and related internal controls.

ENQUIRIES: Mr T. Tladi, tel. (012) 406 1864.

SENIOR ADMINISTRATIVE OFFICER: QUOTATIONS (2 POSTS)

(12 month renewable contract)

DEMAND AND ACQUISITION MANAGEMENT

- Salary Notch: R212 106 per annum ●Centre: Head Office (Pretoria) ●Ref. No.: 2013/45

REQUIREMENTS: ●A tertiary qualification in Finance or Procurement. **Knowledge:** ●Understanding of the sourcing of goods and services ●Thorough knowledge and understanding of procurement systems and relevant legislation ●Supply chain management ●Management of databases ●Built environment industry ●Monitoring and evaluation theory and methodology ●Monitoring and evaluation systems. **Skills:** ●Good communication (verbal and written) skills ●Basic numeracy ●Advanced interpersonal and diplomacy skills ●Problem solving and decision making skills ●Statistical skills. **Personal Attributes:** ●Analytical thinking ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations and communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Trustworthy ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: The administration of quotation processes: ●Facilitate all quotation administration transactions ●Co-ordinate the capturing of all quotation requests ●Manage responses as well as evaluate and adjudicate on the Proquote system. **Ensure records and document management:** ●Co-ordinate call out services in terms of emergency delegations and maintain the database ●Ensure that quotation documents comply with standard operating procedures ●Conduct administrative responsive evaluations of quotation of other procurement managers ●Data capture tenders and quotations on the procurement tool kit. **The provision of advice and secretarial support services to Bid Specification and Evaluation Committees:** ●Attend and ensure that SCM prescripts, processes are complied with, in line with the Procurement Strategy ●Render advice during the tender/bid briefing sessions ●Check bid and quotation administrative responsiveness criteria ●Keep records of all minutes and monitor the validity of closed tenders ●Compile monthly reports on tenders evaluated ●Open envelopes after the closing date for tenders ●Conduct site visits to brief potential bidders ●Chair the Bid Evaluation Committees ●Score all responsive bids ●Validate the original tax clearance certificate with SARS Call Centre ●Check the prohibition status of the recommended company and its directors with the National Treasury ●Check the company status on the CIPRO website (trading status and ownership) ●Perform supervisory duties.

ENQUIRIES: Ms S. Malebye, tel. (012) 406 1860.

SENIOR PROVISIONING ADMINISTRATIVE OFFICER: LOGIS (2 POSTS)

(System Administration 1 Post) (Cellphones Administration 1 Post)

- Salary Notch: R212 106 per annum ●Centre: Head Office (Pretoria) ●Ref. No.: 2013/46

REQUIREMENTS: ●A relevant National diploma with relevant experience in provisioning administration/purchasing management plus electronic administration of a procurement system. **Competencies:** ●Computer skills including MS Excel ●Knowledge of Government procurement procedures (SCM, the PPPFA, the PFMA and Treasury Regulations) ●Multi-skilled in the procurement administration environment as well as operational understanding of BAS and LOGIS.

DUTIES: The successful candidate will be required to supervise, manage and monitor all transactions on LOGIS in the following areas: ●Orders; Petty cash; Suppliers banking details; Transit; Payments; Suppliers database and system administration; Disposals and losses; and Callphone and helpdesk administration ●Draft correspondence regarding queries and problems experienced ●Assist with stock taking ●Monthly reconciliation of accounts ●Attend to audit queries ●Fix extracting and processing of data ●It will be expected of the candidate to rotate in the Section.

ENQUIRIES: Ms. Q. Tom, tel. (012) 406 2046.

IT TECHNICIAN: INFORMATION SERVICES (4 POSTS)

IT SUPPORT

- Salary: R212 106 per annum
- Centres: Head Office (Pretoria) (3 Posts) ●Ref No: 2013/47A
- Mthatha Regional Office (1 Post) ●Ref No: 2013/47B

REQUIREMENTS: ●A National diploma in Computer Science or equivalent qualification ●A MCSE plus A+ and N+ certificate with appropriate experience in a network environment ●Strong communication and report writing skills ●Customer service oriented ●Good understanding of MS Windows XP/7 and the MS Office suite ●Understanding of Linux and Open Office will serve as a recommendation ●Understanding of mobile devices ●Ability to function autonomously ●Self-driven ●A valid Code EB driver's licence.

DUTIES: ●Provide desktop and network support to the Department's Clients ●Perform back-ups ●Monitor wide and local area networks ●Detect and repair faults on the LAN/WAN, PC's, peripherals, network points and software ●Assist with planning, design and implementation of LAN/WAN infrastructure ●Provide and maintain printing from transversal systems, e.g. LOGIS, PERSAL, BAS, WCS and PMIS ●Provide advanced desktop support ●Manage and maintain a virus-free network ●Liaise with suppliers ●Install and support software/applications ●Must be prepared to travel when the need arises and to work long hours.

ENQUIRIES: Ms L. Skhosana, tel. (012) 406 1286/1287.

SENIOR ADMINISTRATIVE OFFICER: LOGISTICAL SERVICES (TRANSPORT)

- Salary Notch: R212 106 per annum ●Centre: Head Office (Pretoria) ●Ref. No.: 2013/48

REQUIREMENTS: ●A tertiary qualification in Supply Chain Management and/or related field ●Appropriate relevant experience within a client services environment. **Knowledge:** ●Customer relations ●Service level management ●Control and monitoring performance management; **Skills:** ●Service oriented ●Negotiation, advanced interpersonal and diplomacy skills ●Problem solving and decision making skills ●Numeracy ●Strong management abilities with emphasis on strategic planning and organisational presentation skills ●Excellent report writing and language skills ●Ability to use MS Word, Excel and PowerPoint. **Personal Attributes:** ●Analytical thinking ●Proactive ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations and communicate at all levels ●People orientated ●Team orientated person who has a strong client orientated background ●Ability to establish and maintain networks ●Trustworthy ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently ●A valid driver's licence and willingness to travel when required.

DUTIES: Manage transport related services: ●Manage the GG and IFS vehicle fleet ●Manage subsidised transport ●Source suppliers and services ●Develop, maintain and monitor related policies and procedures ●Manage key accounts ●Ensure the processing of monthly invoices on LOGIS ●Ensure efficient turn-around times. **The effective supervision of staff:** ●Ensure the filling of vacancies ●Ensure training and development of staff and that performance appraisals are carried out quarterly ●Ensure compliance with the disciplinary and grievance code ●Ensure effective communication with staff.

ENQUIRIES: Ms E. Marren, tel. (012) 406 1441.

ADMINISTRATIVE OFFICER: BID ADMINISTRATION

SUPPLY CHAIN MANAGEMENT

- Salary Notch: R170 799 per annum ●Centre: Head Office (Pretoria) ●Ref No.: 2013/49

REQUIREMENTS: ●A tertiary qualification in the related field. **Knowledge:** ●Office administration ●The Work Control System (WCS), project management systems and procurement policies ●The Proquote System ●Tender procedures (NT) ●Meeting procedures and related requirements ●The SCM legislative and regulatory prescripts. **Skills:** ●Report writing and capturing of minutes ●Computer literacy ●Effective communication skills ●Problem solving ●Analytical thinking ●Presentation ●Decision making. **Personal Attributes:** ●Interpersonal ●Hardworking ●People orientated ●Ability to work well under pressure ●High level of ethics ●Integrity ●Maintain confidentiality.

DUTIES: Provision of an administrative support function to the capital procurement process: ●Assist with general office administration functions ●Compile and update the bids/quotations register for approved procurement strategy ●Compile and check bids and quotations with the administrative responsiveness criteria ●Keep record of all minutes and approved submissions in a file ●Monitor validities of closed tenders ●Write monthly reports on tenders evaluated ●Assist with opening of envelopes after the closing date for tenders ●Evaluate responses on the Proquote System (value of R10000) ●Capture tenders and quotations awarded on the Departmental procurement tool kit and NT website ●Contact and fax the contractor for a call-out request for emergency work ●Inform the relevant project manager regarding the appointment on site ●Ensure proper maintenance of a call-out in terms of the emergency. **Provision of secretarial function to all the Bid Adjudication Committees:** ●Check and validate submissions before submitting to the Bid Committee ●Process and bind documentation received from the Evaluation Committee for submission to the Bid Committee and distribution to committee Members ●Arrange bid committee meetings with all role-players ●Take minutes at the Bid Committee's meetings ●Distribute adjudicated submissions to relevant Units. **The provision of expert advice to the Bid Specification and Bid Evaluation Committees:** ●Attend and ensure that SCM prescripts, processes are complied with, in line with the procurement strategy ●Render advice during the tender/bid briefing sessions ●Check bids and quotations with the administrative responsiveness criteria ●Keep records of all minutes and monitor the validity of closed tenders ●Compile monthly reports on tenders evaluated ●Open envelopes after the closing date for tenders ●Conduct site visits to brief potential bidders ●Chair the Bid Evaluation Committee ●Score all responsive bids ●Validate the original tax clearance certificate with SARS Call Centre ●Check the prohibition status of the recommended company and its Directors with the National Treasury ●Check the company status on the CIPC website (trading status and ownership).

ENQUIRIES: Ms N. Motloung, tel. (012) 406 1865.

ADMINISTRATIVE OFFICER: SUPPLIER REGISTER

DEMAND AND ACQUISITION MANAGEMENT

- Salary Notch: R170 799 per annum ●Centre: Head Office (Pretoria) ●Ref. No.: 2013/50

REQUIREMENTS: ●A relevant tertiary qualification and/or qualification in Finance or Procurement ●Appropriate experience in database management or procurement support. **Knowledge:** ●Procurement-related legislation ●The Public Finance Management Act ●The Framework for Supply Chain Management ●The Built Environment Professions Acts (the Council for the Built Environment Act, the Architectural Professions Act, the Landscape Architectural Professions Act, the Engineering Professions Act, the Property Valuation Professions Act, the Project and Construction Management Professions Act and the Quantity Surveying Professions Act) ●The Framework for Minimum Training and Deployment ●Code of Conduct for Supply Chain Management Practitioners ●Treasury Regulations ●The Preferential Procurement Policy Framework Act ●The State Information Technology Act ●The Public Service Act ●Public Service Regulations ●Management of databases ●Knowledge and understanding of Government procurement systems and processes ●Understanding of the built environment and property industries. **Skills:** ●Good communication (verbal and written) skills ●Numeracy ●Computer literacy ●Advanced interpersonal and diplomacy skills ●Problem solving and decision making skills. **Personal Attributes:** ●Analytical thinking ●High ethical standards ●Ability to conduct business with integrity and in a fair and reasonable manner ●Ability to promote mutual trust and respect ●Innovative ●Creative ●Resourceful ●Ability to work well under stressful situations and communicate at all levels ●People orientated ●Ability to establish and maintain networks ●Assertive ●Hard-working ●Self-motivated ●Ability to work independently.

DUTIES: Administrate the registration of suppliers: ●Receive, record and track applications ●Verify and confirm applications against criteria for registration ●Liaise with applicants regarding additional information required ●Distribute applications for registration ●Respond to queries regarding the application process ●Administer on-line applications. **Maintain the Supplier Register:** ●Add new applications ●Update and maintain as data changes occur.

ENQUIRIES: Ms S. Malebye, tel. (012) 406 1860.

NOTE: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful.

NOTE: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Faxed, e-mailed or late applications will NOT be accepted.

Please forward your application, quoting the relevant reference number, to the address below:

●HEAD OFFICE: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand deliver to: The Central Government Building, Corner Madiba (formerly Vermeulen) and Bosman Streets, Pretoria. **Attention:** Ms. M. Masubelele.

●MTHATHA REGIONAL OFFICE: The Regional Manager, Department of Public Works, Private Bag X5007, Mthatha, 5099. **Attention:** Ms N. Tyusha.

CLOSING DATE: 7 JUNE 2013

