



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full quoting the relevant reference number. Qualification certificates must not be copies of certified copies. Verification on qualifications, criminal record and South African citizenship will be conducted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Correspondence will be limited to short-listed candidates only. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful and are hereby thanked for applying.

**POST:** DIRECTOR SUPPLY CHAIN MANAGEMENT, REFERENCE NO: PWRD 2010/0016

**SALARY:** Level 13 – An all-inclusive package of R 652 572 per annum. The remuneration package includes basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**NOTE:** Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

- The ideal candidate must be in possession of an appropriate tertiary qualification in Supply Chain/Financial/General or Public Management with proven managerial experience.
- Excellent written and verbal communication skills.
- Driver license (code 8)

### **MANAGEMENT COMPETENCIES:**

- This position calls for a creative and innovative strategic thinker who is adaptable to changes in the work environment and often difficult work circumstances.
- Extensive knowledge of and experience of the Public Service or supply chain management environment.

### **DUTIES:**

- Strategically manage and coordinate the consistent and accountable implementation of the Supply Chain Management Framework and the Preferential Procurement Policy Framework,
- Ensure clear policies and procedures are being followed in the procurement of goods and services,
- Ensure that the Department keeps abreast with SCM best practices and Government requirements and promote the consistent application of "best practices" throughout the Department's supply chain,
- Ensure that effective SCM performance measures are identified, tracked and reported,
- Ensure that preferred vendor database is maintained,
- Ensure that goods and services are procured using the optimum strategy and techniques,
- Ensure that the acquisition process follows the norms and standards set out by the Supply Chain Management Framework,

- Ensure an open and transparent Bid Process and that all bid documentation and contracts are legally and technically correct,
- Ensure that all contracts contain Service Levels Agreements which ensure high quality service delivery and value to the Department,
- Ensure that effective and efficient processes are followed in terms of distribution and storage of stock,
- Ensure that suppliers are paid within the prescribed time-frames,
- Ensure the management of Logistical Information Management System,
- Ensure and manage the development and implementation of an Asset and Disposal Management Strategy.

**ENQUIRIES:**

Mr J Liebenberg, Telephone number: 051 405 3657

**APPLICATION FOR THE DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT MUST BE POSTED TO:**

HEAD: PUBLIC WORKS AND RURAL DEVELOPMENT, HUMAN RESOURCES MANAGEMENT, P.O BOX 7551, BLOEMFONTEIN, 9301

OR

**HAND DELIVERED APPLICATIONS BE BROUGHT TO THE FOYER OF LEBOHANG BUILDING WHERE THEY MUST BE PLACED IN THE SEALED APPROPRIATELY MARKED BOX AT:**

SECURITY, GROUND FLOOR, LEBOHANG BUILDING, ST. ANDREWS STREET, BLOEMFONTEIN

**CLOSING DATE: 10 MAY 2010**