



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 51/2016

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

### ADVERTISEMENT OF POST: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

  
DEPARTMENT OF THE PREMIER

DATE:.....1/11/2016.....



# 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 this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

**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 CV. 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. No e-mailed or faxed applications will be considered. 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.

**APPLICATIONS FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE TO BE SUBMITTED TO:** Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 **OR** Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. **\*NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

**CLOSING DATE: 18 November 2016**

### **POST: SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT (1 POST)** **(REF NO: PWI 16/43)**

DIRECTORATE SUPPLY CHAIN MANAGEMENT

**SALARY:** Salary level 8 – A basic salary of R 262 272.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate bachelor's Degree or equivalent qualification in Commercial/ Economic/ Financial services plus relevant and appropriate experience. Administrative experience. Knowledge of Supply Chain Management and related prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Computer skills. Valid Driver's License

**RECOMMENDATIONS:** Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet.

**DUTIES:** Conduct an industry and commodity analysis to ensure that required resources fulfill identified needs. Determine strategies for the department to achieve government broader policy goals such as enhancing of Black Economic Empowerment (BEE) through supply chain management process. Assist in the determination of bid specifications. Calculate economic order quantities and identify lead times. Verify a company's claim of preferences/compliance to SARS/DTI's requirements prior to awarding of a tender, and make recommendations to management. Supervise the activities of the Supply Chain Management Clerks and Officers to contribute to the rendering of a professional supply chain management services. Co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning demand management. Address supply chain management enquiries to ensure the correct implementation of departmental/ public service policies as well as development of policies on matters related to supply chain management to adhere to the relevant prescripts/ legislation. Authorize transactions on LOGIS/BAS according to delegations.

**ENQUIRIES:** Mr KS Radebe, Director Supply Chain Management, Tel. No 051 492 3921