

## **ROADS AND PUBLIC WORKS**

It is the Department's intention to give preference to women and disabled people in filling of the following positions. Therefore, applications from females and people with disabilities are encouraged.

### **DEPUTY DIRECTOR – GOVERNANCE (1 YEAR CONTRACT)**

*Component: Internal Control*

*Salary Range: R 612 822 – R 721 878 (Level 11)*

*Ref No: DRPW 01/01/2017 (Bhisho)*

**Minimum Requirements:** An appropriate Bachelor's Degree/National Diploma in Financial Management/Internal Audit or equivalent • A minimum of 5 years of which 3 years must be at Assistant Director level and at least 3 years at any level within Risk Management/Internal Control/Accounting and Reporting • A valid driver's license

**Skills:** Interviewing Techniques, Computer literacy • Effective communication (verbal and written), • Planning and organisation, Relationship management, Programme and Project management • Good interpersonal and diplomacy skills • Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills • Energetic and self-driven; • Team orientated, Change orientated, Assertive and self-confident

**KPA's:** (i) Provide Strategic Leadership and Management:- Perform the strategic and operational analysis of the unit to identify its status regarding the control environment and internal control systems. (ii) Perform Internal Control Operations :- Establish an effective, efficient, and transparent system of internal control (iii) Facilitate processes which enable the department to demonstrate a commitment to integrity and ethical values:- Promote day-to-day actions and decision making at all levels of the organization that are consistent with the expected standards of conduct • Promote Interactions with suppliers, customers, and other external parties that reflect fair and honest dealings (iv) Project Management:- Evaluate and communicate internal control weaknesses timely to those parties responsible (v) Audit and Assurance of Internal Control:- Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial records and supporting information of the department to perform their respective functions. Facilitate development and implementation of audit corrective measures. (vi) Oversight Support:- Facilitate responses to oversight bodies (vii) Governance:- Ensure implementation of the governance framework.

**NB:** Candidates should take note that duties for Deputy Director: Internal Control have been reduced due to the extensive length; however candidates who will be appointed to the post will be provided with comprehensive duties of the post upon appointment.

### **DEPUTY DIRECTOR: INVENTORY MANAGEMENT (1 YEAR CONTRACT)**

*Directorate: Asset & Inventory Management*

*Salary Range: R 612 822 – R 721 878 (Level 11) Bhisho*

*Ref No: DRPW 02/01/2017*

**Minimum Requirements:** • An appropriate Bachelor's Degree/National Diploma in Commerce/Accountancy/ Auditing. • A minimum of five (5) years relevant working experience in Supply Chain Management Inventory/ Asset Management or in an Audit Environment of which three (3) years at an Assistant Director level or Alternatively a minimum five (5) years working experience in an Audit environment with experience in government financial statements auditing • Preference will be given to candidates with Completed Articles • Computer skills in Microsoft Office Applications • Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts • Knowledge of the Departments mandate and its relationship with stakeholders in the sector and client departments. • A valid driver's license



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ROADS & PUBLIC WORKS

**Knowledge and skills:** •Financial Management · Excellent analytical, numeric, communication and report - writing skills ·Ability to handle multiple and complex tasks and projects · Good computer skills in MS Word, MS Excel, MS Project and PowerPoint · People Management skills with the ability to deal with stakeholders at all levels

**KPA`s:** Management of the Inventories and warehouses of the Department ·Identify and manage all business risks relating to inventory · Manage the risk of inventory losses and develop systems to mitigate it · Provide inputs for continuous improvement, development and monitoring of Inventory Management policies and procedures · Correct Inventory valuations, misallocations and journals.  
Prepare and management disclosure notes in the Financial Statements · Manage disposal of departmental inventory · Management of staff.

**ASSISTANT DIRECTOR: ASSET AND INVENTORY MANAGEMENT (X2 POSTS) (1 YEAR CONTRACT)**

*Directorate: Asset & Inventory Management*

*Salary Range: R 311 784.00- R376 626 (Level 9)*

*Ref No: DRPW 03/01/2017 Amatole Regional Office,  
DRPW 04/01/2017 Chris Hani Regional Office (Queenstown)*

**NB: Candidates must submit individual applications for each post they are applying for.**

**Minimum Requirements:** An appropriate Bachelor's Degree/National Diploma in Commerce/Accountancy/ Auditing. A minimum of 4 years relevant working experience in Supply Chain Management Inventory/ Asset Management of which two (2) years at Supervisory level or Alternatively a minimum three (3) years working experience in an Audit environment with experience in government financial statements auditing · Preference will be given to candidates with Completed articles · Computer skills in Microsoft Office Applications · Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts· Knowledge of the Departments mandate and its relationship with stakeholders in the sector and client departments. ·A valid driver's license

**Knowledge and Skills:** Financial Management · Excellent analytical, numeric, communication and report - writing skills · Ability to handle multiple and complex tasks and projects· Good computer skills in MS Word, MS Excel, MS Project and PowerPoint · People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines

**KPA`s:** Management of Warehouses, safeguard, control and account of all departmental assets and inventory. ·To ensure effective, efficient and economical use of all assets and inventory items.  
To ensure accountability over inventory and assets items. ·To ensure that all assets and inventories are subjected to physical verification. ·To ensure reconciliation on procurement spent on assets and inventory. ·To manage replacement and disposal of departmental assets and inventory ·To manage and maintain regional asset registers and stores records ·To manage the movement assets and inventory in the department.

**ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (X2 POSTS) (1 YEAR CONTRACT)**

*Directorate Supply Chain Management (Construction Procurement)*

*Salary Range: R 311 784.00- R376 626 (Level 9)*

*Ref No: DRPW 05/01/2017 (Bhisho)*

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/ Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/ Business Management/Accounting with at least four (4) years relevant experience in Supply Chain Management of which two (2) years must be at a supervisory level. · Computer skills in Microsoft Office Applications · Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts· Extensive working experience in Demand and or Acquisition Management · Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts · A valid driver's license.



**Knowledge and skills:** Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts • Knowledge of office procedure and Bid Administration • Decision making • Background in procurement or competencies in administration of bids • Computer skills • Problem solving • Writing skills. Creativity • Ability to engage with service providers with matters related to acquisition of goods or services • Highly motivated. • Good understanding of acquisition and or demand management processes • ability to work under pressure.

**KPA`s:** Management of Bid secretariat functions: Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids/quotations/proposals. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to Acquisition management • Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate with legislation • Management of staff. Administer the invitation processes to obtain responses from contractors in accordance with the policy framework. Administer the receiving of supplier responses in accordance with the policy framework. Administer the prescribed evaluation processes ensuring value for money and do appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Participate with the implementation of Supply Chain Management policies and systems in terms of acquisition management of infrastructure projects falling within the scope of implanting agents. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Manage the development and utilisation of specialized supplier databases. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating and awarding) for construction goods and services in terms of SCM regulations. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

**ASSISTANT DIRECTOR: DEMAND MANAGEMENT (X2 POSTS) (1 YEAR CONTRACT)**  
**Directorate Supply Chain Management (Construction Procurement)**

*Salary Range: R 311 784.00- R376 626 (Level 9)*

*Ref No: DRPW 06/01/2017 (Bhisho)*

**Minimum Requirements:** • An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting with at least four (4) years relevant experience in Supply Chain Management of which two (2) years must be at a supervisory level. • Computer skills in Microsoft Office Applications • Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts • Experience in Demand and Acquisition Management: Knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts • A valid driver's license.

**Knowledge and Skills:** • Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts • Knowledge of office procedure and Bid Administration • Decision making • Background in procurement or competencies in administration of bids • Computer skills • Problem solving • Writing skills. Creativity • Ability to engage with service providers with matters related to acquisition of goods or services • Highly motivated. • Good understanding of acquisition/ demand management processes • ability to work under pressure.

**Duties:** • The successful candidate will ensure that resources required to fulfill the demand needs identified in the departmental strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. • Manage the establishment and maintenance of a supplier database to ensure compliance in implementation of effective and efficient service delivery. • Manage and advise the specification committee to ensure compliance to relevant legislation. • Ensure that the current and future construction needs of the department are analyzed by conducting market research, commodity and industry analyses. • Assist end users with the development of procurement plans. • Consolidate departmental procurement plans and facilitate procurement of construction projects as per the Procurement Plan. • Coordinate demand inputs from



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ROADS & PUBLIC WORKS

Construction Branches and offer assistance so as to have budget alignment in terms of MTEF. · Monitor compliance and adherence to policies, procedures and processes pertaining to demand management.

**ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT (X8 POSTS) (1 YEAR CONTRACT)**

**Directorate: Supply Chain Management (Construction Procurement)**

**Sub-Component: Contract Management**

**Salary Range: R 311 784.00- R376 626 (Level 9)**

**Ref No: DRPW 07/01/2017 Head Office (Bhisho) (X3 Posts),**

**Ref No: DRPW 08/01/2017 Alfred Nzo Regional Office (Mount Ayliff) (X1 Post),**

**Ref No: DRPW 09/01/2017 OR Tambo Regional Office (Mthatha) (X1 Post),**

**Ref No: DRPW 10/01/2017 Amatole Regional Office (East London) (X1 Post),**

**Ref No: DRPW 11/01/2017 Chris Hani Regional Office (Queenstown) (X1 Post),**

**Ref No: DRPW 12/01/2017 Joe Gqabi Regional Office (Sterkspruit) (X1 Post).**

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management/ Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting / Law with at least four (4) years relevant working experience in Supply Chain Management/ Contracts Management of which two (2) years must be at a supervisory level. Experience in the drafting, management, monitoring and evaluation of contracts and SLA's. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance · Knowledge of the PFMA, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts · Proven knowledge of Government procurement processes related to construction procurement · Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A Valid driver's license

**Knowledge and Skills:** · Excellent analytical, numeric, communication and report - writing skills · Financial Management skills · Ability to handle multiple and complex tasks and projects · Good computer skills in MS Word, MS Excel, MS Project and PowerPoint · People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines

**KPA's:** Contracts and Service Level Agreements drafting · Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework · Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department · Analyse bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files · Maintain an up to date departmental contract register · Maintain contract guarantees and related matters · Deal with underperforming and non-performing vendors and contractors/service providers Implement SCM audit plan · Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations



**ASSISTANT DIRECTOR (1 YEAR CONTRACT)**

*Sub Component: Document Management*

*Salary Range: R 311 784.00- R376 626 (Level 9)*

*Ref No: DRPW 13/01/2017 (Bhisho)*

**Minimum Requirement:** An appropriate Bachelor's Degree / National Diploma in Commerce/Public Management/Records Management/Library and Information Science with a minimum of three years relevant experience of which two (2) year should be at supervisory level. Working knowledge of the Public Finance Management Act, Treasury Regulations. Financial policies and procedures. Strong organisational skills. Knowledge of Basis Accounting System (BAS, LOGIS & PERSAL). Strong analytical skills. Excellent financial management skills. Good communication skills. Computer literacy (MS Word, Excel, PowerPoint & Access).

**KPA`s:** Manage scanning and control of documents. Respond to internal and external clients Assist with the review of document management system. Maintain, verify documents and resolve discrepancies on documents. Ensure the security of the documents and document management system. Assist in maintaining documents management system including maintenance and management of active and archived documents. Ensure proper archiving and document management service. Provide accurate and efficient document control. Receive and process Request for Information and maintain the request. Ensure effective utilization of resources allocated to the section. Ensuring compliance with relevant legislation and regulations. Assist and support regions on document management. Deal with audit queries.

**SENIOR STATE ACCOUNTANT (X 2 POSTS) (1 YEAR CONTRACT)**

*Sub Component: Document Management*

*Salary Notch: R 262 272 per annum (Level 8)*

*Ref No: DRPW 14/01/2017*

*Centre: Head Office - Bhisho*

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Commerce/Public Management/Records Management/Library and Information Science with a minimum of two (3) years relevant experience. Working knowledge of Government Financial systems (BAS, LOGIS & PERSAL). Computer skills (MS Word, Excel,Powerpoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations, financial policies and procedures. Strong organisational skills. Good communication skills.

**KPA`s:** Manage scanning and control of documents. Respond to internal and external clients Assist with the review of document management system. Maintain, verify documents and resolve discrepancies on documents. Ensure the security of the documents and document management system. Assist in maintaining documents management system including maintenance and management of active and archived documents. Ensure proper archiving and document management service. Provide accurate and efficient document control. Receive and process Request for Information and maintain the request. Ensure effective utilization of resources allocated to the section. Ensuring compliance with relevant legislation and regulations. Assist and support regions on document management.

**SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT (X1 POSTS) (1 YEAR CONTRACT)**

*Directorate: Supply Chain Management (Construction Procurement)*

*Salary Range: R 262 272 – R 308 943 (Level 8) (Bhisho)*

*Ref No: DRPW 15/01/2017*

**Minimum Requirements:** • An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/ Business Management/Accounting and a minimum of three (3) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management• Computer skills in Microsoft Office Applications · Experience in Acquisition / Tenders • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts •



**KPA`s:** Manage the consolidation and compilation of procurement plans. Compilation of tender documents for informal tenders • Place adverts for tenders • Compile and manage supplier database • Render secretarial duties to the Bid Specification Committee • Maintain tender register and compile monthly reports on bids awarded • Render guidance in the writing of specifications • Supervise staff in the demand management component

**SENIOR PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT (X6 POSTS)**

**(1 YEAR CONTRACT)**

**Directorate: Supply Chain Management (Construction Procurement)**

**Sub-Component: Acquisition Management**

**Salary Range: R 262 272 – R 308 943 (Level 8) (Bhisho)**

**Ref No: DRPW 16/01/2017**

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of three (3) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management• Computer skills in Microsoft Office Applications • Experience in Acquisition / Tenders • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts •

**KPA`s:** Serve as Bid Secretariats and give guidance to the Committee members • Checking reports for compliance and correctness • Supervise opening and closing of bids • Supervise the maintenance of Bid files • Engage with Project leaders or end users through verbal and written communication • Ensure efficient administration of Bid process.

**SENIOR STATE ACCOUNTANT - GOVERNANCE(X4 POSTS) (1 YEAR CONTRACT)  
COMPONENT: INTERNAL CONTROL**

**Salary Range: R 262 272 – R 308 943 (Level 8) (Bhisho)**

**Ref No: DRPW 17/01/2017**

**Minimum Requirements:** • An appropriate Bachelor's Degree / National Diploma in Financial Management/Internal audit or equivalent • A minimum of 3 years' experience within Internal Control/Finance • A valid driver's license

**KPA`s: (i) Perform Internal Control Operations:** - Ensure implementation of an effective, efficient, and transparent system of internal controls.

**(ii) Project Management:** - Evaluate and communicate internal control weaknesses timely to those parties responsible.

**(iii) Oversight Support:**- facilitate responses to oversight bodies.

**(iv) Governance:** - Ensure implementation of the governance framework.

**(v) Audit and Assurance of Internal Control:**- Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial records and supporting information of the department to perform their respective functions. Facilitate the development and implementation of audit corrective measures.

**Skills:** Interviewing Techniques, Computer literacy • Effective communication (verbal and written), •Planning and organisation, Relationship management, •Good interpersonal and diplomacy skills •Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, presentation skills and report writing skills •Energetic and self-driven; •Team orientated, Change orientated, Assertive and self-confident



**SENIOR STATE ACCOUNTANT: PRE-AUDIT (X3 POSTS) (1 YEAR CONTRACT)**

**COMPONENT: INTERNAL CONTROL**

*Salary Range: R 262 272 – R 308 943 (Level 8) (Bhisho)*

*Ref No: DRPW 18/01/2017*

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Commerce/Accounting/Financial Management/Internal Auditing • At least three (3) years' experience in Financial Management Services • Working knowledge of Government financial systems (BAS, LOGIS, PERSAL) • Knowledge of the Public Finance Management Act, Treasury • A valid driver's license.

**Skills:** Computer literacy (MS Word, Excel, PowerPoint & Access) • Effective communication (verbal and written), •Planning and organisation, Relationship management, •Good interpersonal and diplomacy skills •Analytical thinking, problem solving skills, decision making skills, negotiation skills, presentation skills and report writing skills •Energetic and self-driven; •Team orientated, Change orientated, Assertive and self-confident

**KPA`s:** • Understand, interpret and apply relevant legislation, policies, regulations, frameworks, standards and guidelines • Receive procurement related documents for checking before an order is generated in LOGIS. • Issue Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. • Provide reasons of rejection of documents for order generation. • Receive invoices and other procurement related documents for checking before the invoices are forwarded to the Expenditure Payment Unit for payment. •Provide reasons for invoices not approved for payment. • Assist with the prevention and detection of irregular expenditure. • Assist in the compilation of the monthly reports for the Unit. • Assist with the review of payment vouchers for completeness and compliance with the applicable prescripts. •Assist in the processes leading to correction of errors in the payment vouchers. • Detect fruitless and wasteful expenditure and feed such information to the Loss Control processes on a regular basis. • Maintain a good working relationship with customers and stakeholders including internal and external auditors• Implement internal control systems • Ensure effective utilisation of resources allocated to the section.

**STATE ACCOUNTANTS X13 POSTS (1 YEAR CONTRACT)**

**Sub Component: Document Management Unit**

*Salary Range: R 211 194 – R 248 781 (Level 7) (Bhisho)*

*Ref No: DRPW 19/01/2017*

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Commerce /Public Management/Records Management/Library and Information Science with at least (2) years relevant experience or Grade 12 (Std10) Certificate with a minimum of ten (10) years relevant experience. Working knowledge of Government Financial systems (BAS, LOGIS, PERSAL). Computer skills (MS Word, Excel, Power Point & Access). Knowledge of the Public Finance Management Act, Treasury Regulations, financial policies and procedures. Strong organisational skills. Good communication skills.

**Physical Requirements: May work with loud machinery. Lift and carry boxes.**

**KPA`s:** Responsible for the daily activities within the Unit. Scan, index, organize and maintain documents adhering to the government's document lifestyle procedures. Archive inactive records in accordance with retention schedule. Ensuring timeous retrieval of documents. Provide accurate and efficient document control. Ensure completeness of document before filing.



**PROVISIONING ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT (X4 POSTS)  
(1 YEAR CONTRACT)**

**Directorate: Supply Chain Management (Construction Procurement)**

*Salary Range: R 211 194 – R 248 781 (Level 7) (Bhisho)*

*Ref No: DRPW 20/01/2017*

**Minimum Requirements:** An appropriate Degree/National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of two (2) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management • Computer skills in Microsoft Office Applications • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts •

**KPA`s:** Consolidation and compilation of procurement plans .Compilation of tender documents for informal tenders • Place adverts for tenders • Compile and manage supplier database • Render secretarial duties to the Bid Specification Committee • Maintain tender register and compile monthly reports on bids awarded • Render guidance in the writing of specifications • Supervise staff in the demand management component

**PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT (X 7 POSTS)  
(1 YEAR CONTRACT)**

**Directorate: Supply Chain Management (Construction Procurement)**

*Salary Range: R 211 194 – R 248 781 (Level 7) (Bhisho)*

*Ref No: DRPW 21/01/2017*

**Minimum Requirements:** An appropriate Degree/National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of two (2) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management • Computer skills in Microsoft Office Applications • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts •

**KPA`s:** Serve as Bid Secretariats and give guidance to the Committee members • Checking reports for compliance and correctness • Supervise opening and closing of bids • Supervise the maintenance of Bid files • Engage with Project leaders or end users through verbal and written communication • Ensure efficient administration of Bid process.

**PROVISIONING ADMINISTRATIVE OFFICER: CONTRACTS MANAGEMENT (X5 POSTS)  
(1 YEAR CONTRACT)**

**Directorate: Supply Chain Management (Construction Procurement)**

*Salary Range: R 211 194 – R 248 781 (Level 7)*

*Ref No: DRPW 22/01/2017 Head Office (Bhisho) (X3 Posts),  
DRPW 23/01/2017 Alfred Nzo Regional Office (Mount Ayliff) (X1 Post),  
DRPW 24/01/2017 OR Tambo Regional Office (Mthatha) (X1 Post).*

**Requirements:** An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/Business Management/ FIS/Internal Auditing/Management/Accounting/Law and a minimum of two (2) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Contracts or Acquisition Management • Computer skills in Microsoft Office Applications • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts •





**KPA`s:** •Assist in Contracts and Service Level Agreements drafting · Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework •Provide support to all departmental bid committees. · Safeguarding of contracts related documentation and contract files •Maintain an up to date departmental contract register · Maintain contract guarantees and related matters · Report and advise on all Contract management risks.

**PROVISIONING ADMINISTRATIVE OFFICER: ASSET AND INVENTORY MANAGEMENT (X5 POSTS) (1 YEAR CONTRACT)**

**Directorate: Asset & Inventory Management**

*Salary Range: R 211 194 – R 248 781 (Level 7)*

*Ref No: DRPW 25/01/2017 Joe Gqabi Regional Office (Sterkspruit),*

*Ref No: DRPW 26/01/2017 In House Construction,*

*Ref No: DRPW 27/01/2017 Alfred Nzo Regional Office (Mt Ayliff),*

*Ref No: DRPW 28/01/2017 OR Tambo Regional Office (Mthatha),*

*Ref No: DRPW 29/01/2017 Sarah Baartman Regional Office (Port Elizabeth)*

**Minimum Requirements:** An appropriate Bachelor's Degree / National Diploma in Commerce / Accountancy / Auditing. A minimum of two (2) years relevant working experience in Asset / Inventory Management. Computer skills in Microsoft Office Applications. A valid driver's license.

**KPA`s:** Asset movement: filling & signing of movement forms. Physical verification of assets. Continuous updating of the asset register. Keep track of Inventories and Inventory Controllers. Receive assets & inventories and keep records. Prepare asset & inventory reconciliation reports every month. Identify and list disposals.

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**CLOSING DATE: 10 FEBRUARY 2017**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.**

**TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit**

**[www.ecprov.gov.za](http://www.ecprov.gov.za)    **or**    [www.dpsa.gov.za](http://www.dpsa.gov.za)    **or**    [www.ectreasury.gov.za](http://www.ectreasury.gov.za)    **or**  
[www.drda.gov.za](http://www.drda.gov.za)    **or**    [www.ecdsd.gov.za](http://www.ecdsd.gov.za)    **or**    [www.ecdpw.gov.za](http://www.ecdpw.gov.za)**

**Applications can be forwarded through one of the following options:**

**DEPARTMENT OF ROADS AND PUBLIC WORKS**

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful



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**EASTERN CAPE**  
ROADS & PUBLIC WORKS

candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

Recommended candidates will undergo comprehensive reference checks which include qualification verification and Personnel Suitability Checks.

**NB: People with foreign qualifications must attach a SAQA Verification letter.**