

Circular 02 of 2019/20
POSTED ON: 2019/04/28 &29
CLOSING DATE: 17/05/2019

DEPARTMENT OF PUBLIC WORKS

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

Directorate: Construction Procurement

Ref No: DPW 01/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R356 289 per annum per annum (Level 9)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting with at least four (4) years relevant experience in Supply Chain Management of which three (3) 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, SIPDM, 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.

DUTIES: 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 (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 02/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R356 289 per annum per annum (Level 9)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting with at least four (4) years relevant experience in Supply Chain Management of which three (3) 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, SIPDM, 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

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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 analysed 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 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 (X3 POSTS) (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 03/04/2019 Head Office (Bhisho) (X2 Posts)

Ref No: DPW 04/04/2019 Chris Hani Regional Office (Queenstown) (X1 Post)

Salary Notch: R356 289 per annum (Level 9)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting/ Law with at least four (4) years relevant working experience in Supply Chain Management/ Contracts Management of which three (3) 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, CIDB, SIPDM, 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

DUTIES: 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

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SENIOR ADMIN OFFICER: DEMAND MANAGEMENT (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 05/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R 299 709 per annum (Level 8)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications · Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, CIDB, SIPDM, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts

DUTIES: 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 ADMIN OFFICER: ACQUISITION MANAGEMENT (X3 POSTS) (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 06/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R 299 709 per annum (Level 8)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. 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.

DUTIES: 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 ADMIN OFFICER: CONTRACTS MANAGEMENT (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 07/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R 299 709 per annum (Level 8)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting/Law and a minimum of three (3) year relevant experience in SCM. Computer skills in Microsoft Office Applications. Knowledge and skills of the Standard for Infrastructure Procurement and Delivery Management (SIDPM), CIDB and Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.

DUTIES: 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.



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ADMIN OFFICER: DEMAND MANAGEMENT (X4 POSTS) (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 08/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R 242 475 per annum (Level 7)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor's Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of two (2) years relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIPDM, BBBEE and other relevant prescripts

DUTIES: 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.

ADMIN OFFICER: ACQUISITION MANAGEMENT (X 7 POSTS) (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 09/04/2019

Centre: Head Office (Bhisho)

Salary Notch: R 242 475 per annum (Level 7)

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 two (2) year relevant experience. 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

DUTIES: 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.

ADMIN OFFICER: CONTRACTS MANAGEMENT (X6 POSTS) (1 YEAR CONTRACT)

Directorate: Construction Procurement

Ref No: DPW 10/04/2019 Head Office (Bhisho) (X4 Posts),

Ref No: DPW 11/04/2019 Alfred Nzo Regional Office (Mount Ayliff) (X1 Post),

Ref No: DPW 12/04/2019 OR Tambo Regional Office (Mthatha) (X1 Post).

Salary Notch: R 242 475 per annum (Level 7)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting /Law and a minimum of two (2) year relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIDPM, BBBEE and other relevant prescripts.

DUTIES: 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.

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

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TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF PUBLIC WORKS

Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.
Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140

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> [Z83](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 originally 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). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful 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). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**