



NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

CHIEF DIRECTORATE: ASSETS AND LIABILITIES

POST: DIRECTOR: PROVINCIAL SUPPLY CHAIN AND ASSET
MANAGEMENT

REFERENCE: NCPT/2018/01

CENTRE: KIMBERLEY

SALARY: R948 174.00 – R1 116 918.00 (TCE package)

LEVEL: SR: 13

REQUIREMENTS: An appropriate three year tertiary qualification (NQF/7) in Economics, Finance or Public Administration. A minimum of 5 years middle management level experience within Government Supply Chain and/or Asset Management oversight environment. A valid driver's license.

SKILLS AND COMPETENCIES: Knowledge of Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, GRAAP, BAS, Logistics and Financial control.

Administration procedures relating to specific working environment including norms and standards, planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Budgeting and Financial Management, Public Service laws and regulations. Report writing, Communication, Accounting and auditing skills, Networking skills, Financial management, Team working/building, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy and implementation thereof Conflict Management, Project Management, Analytical thinking, Facilitating, Mentoring. Policy development, training and Research skills.

KEY RESPONSIBILITIES: Monitor and support departments and municipalities in: Developing and implementing supply chain management systems. Establishing bid specifications, bid evaluation and bid adjudication committees and ensure proper functioning of the committees. Developing and implementing demand management and procurement planning processes. Assess the functionality of the bid/quotation systems used by departments and municipalities. Assess the effectiveness of managing logistics operations. Assess the level of compliance regarding SCM reporting requirements. Evaluate the level of compliance with regard to the requirement to have a disposal plan and provide guidance where necessary. Evaluate the status of compliance with regard to the existence and effectiveness of a contract management system. Evaluate compliance with regard to the requirements and existence of a list of prospective service providers. (CSD) Measure the existence and effectiveness of the SCM and asset management performance management system used by departments and municipalities. Monitor and provide support in the implementation of audit action plans in line with SCM and asset management related audit findings. Facilitate capacity building programs such as training, workshops and forums. Ensure correct implementation of risk management within the department. Oversee and regulate monitoring of all movable and immovable assets. Facilitate capacity building of officials in line on physical asset management. Conduct physical asset management training and monitoring visits. Manage the resources of the Directorate to ensure efficiency and effectiveness.

ENQUIRIES: Mr. O. Vermeulen (053 830 8263)

Please note that successful candidates will be required to sign a performance agreement and will be subjected to a competency assessment and security clearance.

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

NOTE:

Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please forward the applications for the post quoting the relevant reference number to:

POST TO:

Acting Head of Department

Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

Metlife Towers
Cnr Knight & Stead Street
5th Floor
Kimberley

For Attention: Ms. D. Barnett

CLOSING DATE: 23rd February 2018

Suitable candidates will be subjected to a satisfactory 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 a security clearance process. Women and persons with disabilities are encouraged to apply.

