

OTHER POSTS

<u>POST 29/104</u>	:	<u>DEPUTY DIRECTOR: PROCUREMENT REF NO: 14/2025</u> Sub-Directorate: Procurement Services
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant Bachelor's Degree / Advanced Diploma (NQF level 7) in Supply Chain Management, or Finance with at least 6 years' experience in Supply Chain Management of which 3 years must be at Middle Management (ASD) level. Competencies & Skills: Excellent financial skills, supervisory and operational management skills. Problem solving skills. Good communication & report writing skills. Computer literacy skills. Knowledge requirements: Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. In-depth knowledge of the legislative environment applicable to government supply chain management process and the development, implementation and monitoring of related policies and procedures. Personal Attributes: Must be client orientated and customer focused, solution orientated and able to work under stressful situations. The ability to maintain a high level of confidentiality and to prioritize work in a high-pressure environment.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the Sub-directorate, Demand and Acquisition Management, Logistics Management and Contract Administration in support of providing procurement services to the Department. This entails managing the functional operation of the Sub-directorate: Demand and Acquisition Management. Oversee RFQ and the bidding processes: Compilation of bid documents and advertisements. Publishing of bid documents. Contribute to compilation of Interim and Annual Financial Statements. Attend and respond to SCM related audit findings, and develop an Audit Action Plans and ensure its implementation. Ensure effective Contract Administration, Logistics and Warehouse Management, and Payment of suppliers within 30 days of receipt of invoice. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration: Develop, implement and maintain processes to ensure proper control of work. Maintenance of discipline and Management of performance and development of Sub-directorate staff.
<u>ENQUIRIES</u>	:	Ms BX Sebuyana Tel No: (012) 312-0462
<u>APPLICATIONS</u>	:	can also be emailed to: Recruitment35@dpme.gov.za
<u>POST 29/105</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 15/2025</u> Sub-Directorate: Procurement Services
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Supply Chain Management with at least 5 years' experience in Demand and Acquisition of which 3 years should be at Senior Officer level in Demand and Acquisition Management. An NQF level 7 in Supply Chain Management will be an added advantage. Knowledge requirements: Should have extensive knowledge Public Finance Management Act, Public Service Act and regulations. Knowledge of National Treasury SCM instruction notes and Circulars. Preferential Procurement Policy Framework Act (PPPFA) and its regulations. Competencies and skills: Must have good Presentation and problem-solving Skills. Must have good verbal and written communication skills. High level of analytical skills. Be able to engage with stakeholders. Personal Attributes: Ability to accept responsibility, and produce good quality of work. Must be a team player, flexible and reliable.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide effective and efficient demand and acquisition management system within the Department. This entails ensuring approval and authorization of quotations, Request for Proposal (RFP) and tenders: Compile and submit monthly SCM reports to Deputy Director and ensure all quotations, RFP and tenders comply with SCM

Policy, delegations and SCM legislations. Monitor and facilitate requests for quotation (RFQ), RFP and tenders: Monitor and update the SCM tracking tool, Ensuring RFQ, RFP and bid processes timeframes are aligned with the approved SCM charter and ensuring all Bid committees are convened for RFP and Tender process. Update policies and respond to audit queries and risk management: Provide inputs into the review of the SCM policy and Provide inputs into Internal audit report and queries. Compilation of SCM Reports: Compile monthly reports on the status of RFQ, RFPs and Tenders and HR Management: Develop and manage the implementation of SCM operational plans, provide continuous training, mentoring and supporting to sub-ordinates and Ensure staff discipline is managed.

**ENQUIRIES
APPLICATIONS**

: Ms BX Sebuyana Tel No: (012) 312-0462
: can also be emailed to: Recruitment36@dpme.gov.za

POST 29/106

: **FOOD SERVICE AID REF NO: 16 /2026**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 – R169 656 per annum (Level 02), plus benefits
: Pretoria
: An NQF level 1 (below grade 10) or level 2 (grade 10). (Abet level 2 certificate or equivalent). No experience required. Basic food services experience will be an added advantage. Qualification/ certificate in the area of food preparation/services will be an added advantage. Competencies and skills: Should have good interpersonal relations skills and good communication skills. Basic Numeracy. Knowledge requirements: Basic knowledge of how to hygienically prepare food, Managing stock and store in the kitchen and storeroom. Ability to use a variety of cleaning equipment and products. Knowledge of Batho Pele Principles. Personal attributes: Must be a team player. Flexible and reliable. Ability to accept responsibility for own areas of work.

DUTIES

: The successful candidate will be responsible for providing services relating to food preparation, the cleaning of kitchen and preparing of Boardrooms: Preparing of venues for meetings and functions. Maintain cleaning materials/ products and equipment: Monitor stock and request cleaning materials, report broken cleaning machines and equipment and safekeeping of catering equipment and stock. Filling of aqua coolers and applying hygiene and safety measures in the work-area that relates to duties.

**ENQUIRIES
APPLICATIONS**

: Ms BX Sebuyana Tel No: (012) 312-0471
: can also be emailed to: Recruitment37@dpme.gov.za