

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