



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT OPERATIONS

Remuneration Package R376,596.00 per annum (Excl. benefits.)

Reference: (Ref. S066/2020)

Pretoria

The incumbent will be required to: Coordinate the Receipts and Orders process within the Supply Chain Management environment in alignment with National Treasury's service delivery objectives.

Qualifications and experience requirements: A minimum Degree/ National Diploma in Logistics/ Procurement • A minimum of 3 years' experience obtained in the functioning of financial and procurement systems • Knowledge of Supply Chain Management processes • Knowledge of the implementation of policies and procedures.

Some key outputs include: Co-ordinate Requisitions and Orders: Coordinate orders for approval that meet the internal SCM requirements • Verify the receipt vouchers files for correctness and indicate gaps prior to approval • Monitor the Demand Management process to ensure smooth execution of sourcing of quotation for processing of orders • Monitor audit finding resolution process and alignment according • Manage and report on consolidated negotiated savings on quotations and usage of goods • Compile reports on orders and payments for record purpose. **Receipts and Inventory:** Oversee the stores and the

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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application and implementation of processes and procedures • Implement physical stock assessment and procedures on available goods and items issued, • Verify notifications and confirm their inclusion into Assets in Transit for updating of Assets Register • Compile management reports on issued, receipt, shortages and variances of stock level • Monitor suppliers' delivery performance and rotation of suppliers. **Coordinate Goods Distribution:** Monitor distribution of goods to identify potential disputes and/or discrepancies • Maintain distribution of goods checklists, templates and commitment registers for the uniformity of processes • Analyse and identify discrepancies and the conducting of age-analysis of goods • Monitor processes to ensure optimal inventory management and prevention of abuse and losses. **Client Engagement:** Engage stakeholders and make them aware of changes on issuing of receipting processes • Inform clients on orders ready for delivery or of delays • Consult clients pertaining to unforeseen problems relating to requisitions and misalignment of orders.

Applications may be sent via e-mail to Recruit.CS@treasury.gov.za

Closing date: 19 October 2020 at 12:00 pm

Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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