



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

ASSISTANT MANAGER: BIDS MANAGEMENT

Remuneration Package R356,289.00 per annum (Excl. benefits)

Reference: (Ref. S067/2018)

Pretoria

The incumbent will be required to: Provide assistance with the administration and logistics of Bids Management in the Supply Chain Management environment in compliance with prescribes and procedures.

Qualifications and experience requirements: A National Diploma in Logistics/ Procurement is required as recognised by SAQA • A minimum 3 years' experience in a Procurement/ Supply Chain environment • Knowledge and experience of Bids Management • Knowledge and experience of the Supply Chain Framework, policies and procedures.

Some key outputs include: Compliance to Bids prescribes and procedures: Provide a platform for Bids management in compliance with prescribes and procedures • Verify specifications/ terms of references and evaluation criteria in the quality assurance of documents before placement of bids for advertising in the government tender bulletin • Develop a project plan on committed goods and services to track user's deadlines on requests submitted • Compile memos for Bids adjudication committee and for DG's approval • Manage the submission of correct information for publication in media • Initiate and oversee the invitation process and evaluation of request for proposals from R30 000 and above in terms of the PPPFA • Submit documents of suppliers of companies for verification and screening • Establish pre-qualification process after closing of the bids in line with the special conditions of contract and invite Bid Evaluation Meetings with relevant users • Attend Sub-bid Committee meetings to guide and provide advice on stakeholders on the procedures as outlined in SCM Policy, PFMA Treasury Regulations, PPPFA and Practice Notes

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 publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. 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 to 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 month of the closing date, please regard your application as unsuccessful.



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from pertaining to the National Treasury **Contract Management Advice:** Monitor, facilitate the finalisation of contract/SLA in consultation with Legal Services • Prepare and issue letters to successful and unsuccessful bidders
Communication to stakeholders: Develop processes pertaining to bids management information session to make stakeholders aware of the latest developments in the Bids Management environment • Conduct briefing sessions with all perspective bidders as pertaining to bids specification and documents • Conduct specification sessions for completion of Terms of reference.

Applications may be sent via e-mail to recruit.cs@treasury.gov.za closing date: 23 November 2018 at 12:00.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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