



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

ASSISTANT MANAGER: SOURCING

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

Reference: (Ref. S068/2018)

Pretoria

The incumbent will be required to: Support the strategic sourcing process by gather relevant data, analyse category of goods, suppliers on spend breakdowns and contract administration.

Qualifications and experience requirements: A minimum National Diploma/ Degree in Public Administration, or Business Management or Supply Chain Management as recognised by SAQA • A minimum 3 years' experience in the procurement environment especially in the process of Sourcing • Knowledge of Supply Chain Framework, policy and procedures.

Some key outputs include: Assistance with Strategic Sourcing: Initiate the collection and analyses of sourcing and category data for the National Treasury • Assist in the development and implementation of sourcing strategies • Contribute to data collection and analysis of category of suppliers • Identify industry fragmentation and key suppliers • Identify appropriate financial indices for classification of suppliers and goods • Assist in developing financial basis for negotiation with stakeholders **Research and Market Analyses:** Research and analyse market and industry data for identification of business gaps and opportunities for expansion • Identify industry trends through benchmarking and research of best practices with other Departments and the broader business • Consult stakeholders and determine the different comparable supplier specific service offerings and requirements based on the broader National business plans • Conduct expenditure analyses and benchmarks on current and future price indexes • Define current and potential supply basis and identify future entrants in the market place **Bids and Demand Management:** Consolidate demand

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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plans across categories • Co-ordinate the bids and quotations management process with the National Treasury and report on discrepancies • Conduct a contract administration process for the sourcing of Bids and Demand Management • Conduct RFX/ Auction and develop request for proposal **Improved Sourcing**: Develop, implement and monitor performance measures signifying value and prompt supplier response • Develop, track and report savings, spending compliances and variances, and escalate feedback to stakeholders.

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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