



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

DEPUTY DIRECTOR: SCM OPERATIONS

Remuneration Package R 733,257.00 per annum (All-incl.)

Reference: (Ref. S031/2020)

Pretoria

The incumbent will be required to: Manage the SCM operations for an improved requisitions implementation process in the streamlining of all SCM project initiatives in alignment of applicable policies and procedures.

Qualifications and experience requirements: A minimum National Diploma/ Degree in Logistics/ Supply Chain Management • A minimum 4 years' experience obtained in a Supply Chain Management environment • Knowledge and experience of an operational procurement system/s • Knowledge of the broader government frameworks on SCM.

Some key outputs include: SCM Operations: Initiate the implementation of the Supply Chain Management strategy • Monitor and review logistical and requisition management, Process requisitions for goods and services, Source quotes from suppliers to accelerate due process, Verify accuracy of quotes invited and register on IFMS for extracting of managerial reports and institute corrective actions, Approve requisitions and orders to ensure timeous procurement of goods and services • Profile systems to manage data, transaction costs in compliance with regulatory requirements , Verify captured SCM transactions to obtain comprehensive data to assist with analyses and reporting • Implement governance processes to enhance the correct application of policies and procedures, maintain checklists and registers for verification purposes in compliance of policy and procedures, address SCM abuse, complaints, enquiries and appeals investigations by implementing counter mechanism **Goods, Receipts and Distribution:** Execute oversight over the warehouse management system pertaining issuing of stock and controls • Develop warehouse management checklists templates and commitment registers • Develop and implement a warehouse strategy to improve service

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 in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full 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 consider. 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 month of the closing date, please regard your application as unsuccessful.



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delivery of goods **Inventory and Stocktaking:** Conduct inventory segmentation to determine shortfalls • Record available and redundant resources and escalate for corrective measures • Develop and maintain control sheets, stock take reports, certificates, checklists and templates to ensure uniform processes **Stakeholder Engagement:** Utilise the Financial Management Reporting framework for process alignment • Provide progress on transaction costs analyses on goods and services • Engage stakeholders on costs effective alternative of procurement requests for goods and services • Assess and evaluate the impact of the commitment register and advice proposed amendments.

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

Closing date: 16 March 2020 at 12:00pm

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 012 315 5100.

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